## Handling SRN Faxes

SRN faxes are sent to 4Next from non- Mass General Brigham sites using applications such as All scripts and e-discharge. SRN liaisons view SRN faxes and then create a referral with the information received. The fax can then be attached to the case.

### Accessing the SRN Faxes queue

Launch 4Next, click **Management** ▼ on the main menu, and then click the SRN Faxes option. This option is only available to authorized users.

### Previewing a fax

1. To preview the fax cover page and document, click ☁ in the bottom left of its card. The document opens in a popup window. Make a note of the case ID, MRN, and type of document.

2. Click ✕ to close the popup.

### Removing a fax from the queue

If you determine that the document should not be attached to a case, you can remove it from the queue.

1. Click 🗑 in the bottom left of the document's card.
2. Click YES when prompted to confirm the deletion.

### Attaching a fax document to a case

1. Click 📎 in the bottom left of the document's card. The Active Cases list opens. The list is sorted alphabetically by the patient's last name.

   Long lists are divided into pages. The page navigator includes a drop-down list of items per page ˅, the current page number, the total number of pages, and the previous ‹ and next › page buttons.

   - To change the number of items per page, click to select from the Items per page drop-down list (bottom right).

   - To display the next page, click ›. To display the previous page, click ‹. (Scroll up a bit if the page navigation buttons are covered by another button.)

2. Click 📎 for the patient case the document belongs to.

3. By default, the category for the attachment is Other Documentation. When prompted, click to select a different category if needed, and then click ATTACH .

The document is attached to the case and removed from the faxes queue.