

MedNet offers your portal a faxing feature that will allow you to fax from their document libraries as a secure PDF file **without** the use of an authorization code for out of area locations.

Benefits include:

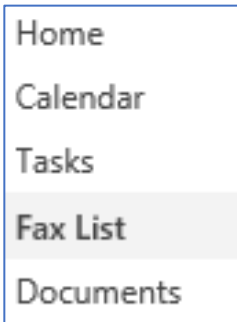
- Improved productivity through automating paper-intensive business processes
- Enhanced collaboration/communication with your customers and business partners
- Saved time and money by eliminating the process of printing, stamping, and mailing documents

If you are interested in having the Faxing feature enabled on your portal, please contact the help desk to turn on the faxing feature for your portal.

## Faxing List

Creating your fax list.

Contact your IT department for a separate Fax list on your site's side navigation.



This list will contain the Company title, address, Work Fax and Work Phone information.

Title	Work Fax	Company	Phone
"Title Name"	87978	Optional	Optional

The figure above displays a completed fax list with different company names and fax numbers.

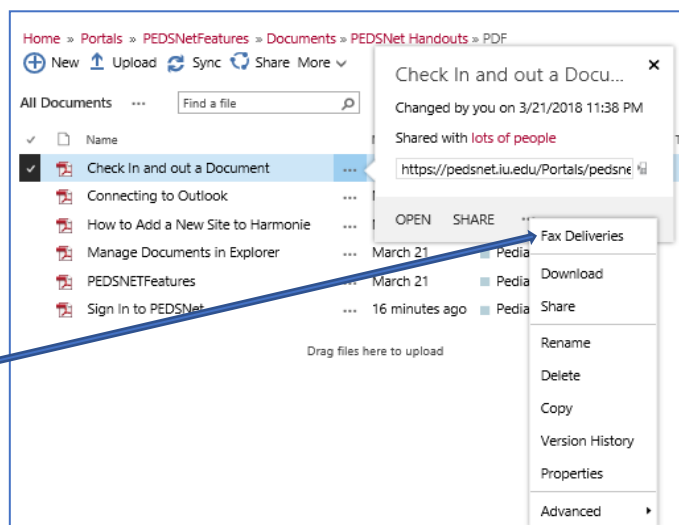
Title	Company	WorkFax	WorkPhone
Abbasi, Faheem	1201 Michigan Ave., Ste. 170, Logansport, IN 46947	9-1-574-722-1683	9-1-574-722-1119
Abbasi, Ismail	901 Mac Arthur Blvd., Munster, IN 46322 (Munster Community Hosp NICU)	9-1-219-836-4596	9-1-219-836-4571
Abbott, Troy A.	2116 S. Park Ave., Alexandria, IN 46001	9-1-765-724-3386	9-1-765-724-4455
Abell, Audrey	1411 S. Green St. #210, Brownsburg, IN 46112 (Indiana Adult & Pediatric Med)	9-852-3600	
Abhyankar, Rashmi R.	4601 s 7th St., Terre Haute, IN 47802 (A P & C Clinic)	9-1-812-232-3758	9-1-812-232-3281
Adams, Mark	2514 E Dupont Rd., Fort Wayne, IN 46825 (Fort Wayne Peds)	9-1-260-489-8937	9-1-260-490-7337
Agapios, George	350 JH Walker Dr., Ste. 130, Pendleton, IN 46064 (Pendleton Health Center)	9-1-765-778-0005	9-1-765-778-0000
Agrawal, Bharat L.	1401 Chester Blvd., Richmond, IN 47374 (Cancer & Blood Disease Ctr.)	9-1-765-983-3247	9-1-765-983-3245
Aguiar, Mary	2605 N. Lebanon St., Lebanon, IN 46052	9-1-574-935-9367	9-1-574-935-5437
Ahmed, Fauzia M	4757 S. 7th St., Terre Haute, IN 47802	9-1-812-232-4234	9-1-812-234-2289
Ahuja, Pavan	303 S Nappanee St, Elkhart, IN 46514		9-1-574-296-3307
Ailes, Lonnie	1551 Sturdy Rd., Valparaiso, IN 46383	9-1-219-464-7815	9-1-219-464-1365
Ajam, Maher	8648 Broadway, Merrillville, IN 46410	9-1-219-791-1560	9-1-219-791-1335
Akbar, Tariq	1818 Carew St., #110, Fort Wayne, IN 46805 (Ind. Regional Consultants)	9-1-260-969-7271	9-1-260-969-7280
Akinola, Ekanem	905 S. Walnut St., Muncie, IN 47302 (BMH Health clinic)	9-1-765-213-3101	9-1-765-286-7000
Alb, Ovidiu	1700 Dividend Dr., Logansport, IN 46947	9-1-574-735-0429	9-1-574-7227407-
Albrecht, John E.	777 S. Main St., Ste. 100, Clinton, IN 47842	9-1-765-832-1856	9-1-765-832-7733
Alder, Jeremy P.	2325 South Street, Lafayette, IN 47904 (Pickarill & Assoc Family Med)	9-1-765-807-2330	9-1-765-807-2320
Alessi, John R.	PO Box 127, Nashville, IN 47448 (Nashville Family Medicine)	9-1-812-988-3933	9-1-812-988-2223
Alexander, Theresa	801 S. Heaton St. #A, Knox, IN 46534		

Fax List Example

From your document library within MedNet, we will select the document and click on the ellipses ( ) for the pop out window to show for that document.

Then click on the ellipses from the pop out window, for a second menu.

In the second menu you will find an option called "Fax Deliveries" (typically found at the top of the list)



Once you click on the 'Fax Deliveries' option you will be prompted with a screen that looks similar to the one to the right.

\*Located towards the center of the screen click on the option called "New Fax Delivery."



The fax form will open. The form will allow you to get your "Send to:" information from your fax list that you built on your portal.

OR you can provide the contact information in the "Send To:" text fields

The screenshot shows the 'New Recipient' form. It includes fields for 'Send To:', 'Name:', 'Fax #:', 'Company:', and 'Phone #:'. There is a dropdown menu for selecting recipients, currently showing '0 recipients'. Below these are 'Subject:' and 'Memo:' fields. The 'Sender info:' section includes fields for 'Name:', 'Fax #:', 'Company:', 'Phone #:', 'Address Line 1:', 'Address Line 2:', 'Address Line 3:', and 'e-Mail Address:'. The 'Options:' section has dropdowns for 'Cover Page:' (Default), 'Email Notifications:' (Only if fax fails), 'Priority:' (Normal), 'Account #:' (IN-PEDS-PEDSNetFeatures), and 'Send at:' (06/02/18 04:27 PM). A 'CANCEL' button is in the bottom right corner.

Dial out **without** an authorization code.

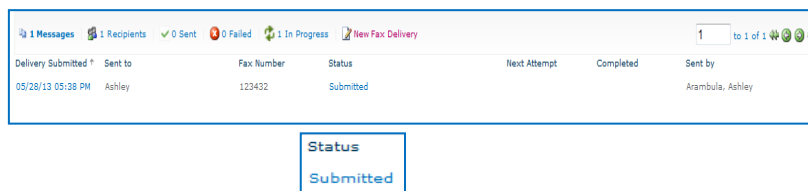
IU has changed the way of sending out information. This feature no longer requires entering your authorization code for out of area locations. Look at the right for some examples.

Example: Campus number is 317-278-7912  
 Fax Feature is **8-7912**  
 Example: Local Indy number is 317-576-7789  
 Fax Feature is **317-576-7789**  
 Example: Out of area number is 812-123-4567  
 Fax Feature is **812-123-4567**

Once the form is ready and the information is completed, you will then be able to send your secure PDF file.

Click on the "Send Fax" option

Once you send the fax you are able to check the status of the process as shown below



This document is guided for the MedNet user to understand how to fax from their portal. If you have any questions or concerns, please fill out an IT Helpdesk request at [MedNet.iu.edu](http://MedNet.iu.edu)