Emailing Documents from FYDO

FYDO facilitates emailing of documents, that are stored in the Documents tab, to the patients, doctors & referring doctors.

- Navigate to the required patient, in the Patients ≤ tab, and once the details are open select the **Documents** tab
- 2. Alternatively, locate the required episode and use the **Right Click** menu to select **Documents**
- 3. Select the document that you wish to email & use the three black dots, on the right of the document, to display the menu options
- 4. Select Email Document×
- 5. The **Email Document** pop up box will be displayed & allow the user to choose who they want to email

- **Patient Email** allows emails to be sent to the patient. The email address is automatically populated, from the Patient Screen, if it is entered

- **Referring Doctor Email** allows emails to be sent to the referring doctor. The email address will automatically populate if the document is linked to a particular admission, that admission has a referring doctor listed & the referring doctor has an email address added in FYDO. *(Referring Doctors emails can be added in Settings > Referring Doctors)*

- **Doctor Email** allows emails to be sent to the admitting doctor. The email address will automatically populate if the document is linked to a particular admission & the doctor has an email address added in FYDO. (*Doctors emails can be added in Settings > Doctors*)

If no email address is on file, for any of the above options, the user can add the email manually into the relevant field

- 6. Select who will be receiving the document via email by ticking the box to the left of their description
- 7. Check the email address listed is correct, or manually type the email address
- 8. Subject line will automatically populate however users are able to make changes if required
- 9. Body of the email will automatically populate however users are able to make changes if required
- 10. Once all fields have been complete, select Send Email
- 11. A log of all emails sent can be found in the **Communication** tab, along with all SMS history