

Emailing Documents from FYDO

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

1. Navigate to the required patient, in the Patients tab and once the details are open select the **Documents** tab

209 - POPPY, Princess (01/01/1999 - 26)

Patient Details Appointments Recalls Accounts Episodes Communication Chart Tracking Documents Clinical

2. Alternatively, locate the required episode and use the **Right Click** menu to select **Documents**

Appointments 5 Patients | 160 of 660 minutes Search for patient... << <

ADMISSIONS DAY PROGRAM THEATRE 1 THEATRE 2 THEATRE 3

Time	Name	MRN
06:00		
06:30		
07:00		
07:30		
08:00	* PORGY, Georgy	128
08:30	🔔 FLINSTONE, Frederick	167
09:00	* DUMPTY, Humpty	156
09:30	🔔 KNIGHT, Kathy	122
10:10		
10:30		
11:00		
11:30		
12:00		
12:30		
13:00	* POPPY, Princess	209
13:30		
14:00		
14:30		
15:00		
15:30		
16:00		
16:30		

- Make an Appointment M
- Create from Waitlist
- Edit Appointment E
- Copy / Cut / Paste / Delete >
- Episodes
- Documents
- Chart Tracking
- OEC O
- IFC F
- Send SMS >
- Confirmed
- Arrived
- Admit A
- Excess / Deposit P
- Theatre T
- Discharge D
- Coding G
- Create Invoice >
- Rehab Screen B
- Check List >
- Inpatient
- Certificate
- Clinical Indicators N
- Print Chart Label >
- Print Wristband >
- Quick Form
- HC21 >
- Create Letter

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**

Back to Appointments 209 - POPPY, Princess (01/01/1999 - 26) Total -500.00

Patient Details Appointments Recalls Accounts Episodes Communication Chart Tracking Documents Clinical

All Document Type Show deleted documents Search Admission Select Admission Date Import Scan New Letter

Document Name	Type	Adm Date	MHR	Created	
IFC 2025-10-22	IFC	29/08/2025		22/10/2025	⋮
Admission Form_001	Admission Form	01/10/2025		14/10/2025	⋮

- Edit Details
- Print
- Email Document
- Open Document
- Export Letter
- Upload to MHR
- Remove from MHR
- Delete Document

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SUN VALLEY QLD 4680
P: (07)544-4444
F: (07)545-5555
E: shreeprivatehospital@gmail.com

INFORMED FINANCIAL CONSENT

Patient:	DOB:
POPPY, Princess	01/01/1999
Fund:	Membership #:
Medibank Private Limited	123456
Excess:	Co-Payment:
\$250.00	\$0.00
Admission:	Printed:
29/08/2025	22/10/2025 at 10:46
Doctor:	IFC completed by:
SAYS, Simon	Alina Gordon(Altura)

List of Items Estimate Based on

ITEM	DESCRIPTION	CHARGE	REBATE
ACCOM	SameDay Accommodation Fee Band : 3	\$500.00	\$500.00
49536	Knee, repair or reconstruction of, for chronic ins	\$500.00	\$500.00
Summary of Facility Charges		TOTAL: \$1,000.00	\$1,000.00

Total Payable on Admission: \$250.00

5. The **Email Document** pop up box will be displayed & allow the user to choose who they want to email

Email Document

Patient Email

Referring Doctor Email

Doctor Email

Discard Send 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

Email Document ×

6 Patient Email

Referring Doctor Email

Doctor Email

Subject

Letter For Poppy Princess **8**

Body

Please find enclosed 0000000445.pdf **9**

Cancel Send Email **10**

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

Back to Appointments 209 - POPPY, Princess (01/01/1999 - 26) * Total -500.00

Patient Details Appointments Recalls Accounts Episodes Communication Chart Tracking Documents Clinical

All Expand Message Sent Show Inactive Add Note

Comm	Type	Date †	To	Message Sent	Status	ID	User
SMS	Appointment	22/10/2025		Dear Princess, In preparation for your procedure on 29/09/2025 at 01:00 PM please ensu...	Queued	664	(Altura)
Email	Patient	22/10/2025	-	Document 0000000445.pdf sent to	Email Sent	18	(Altura)

100 Records/Page Records 1-2 of 2 (Page 1 of 1)