







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

 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 