

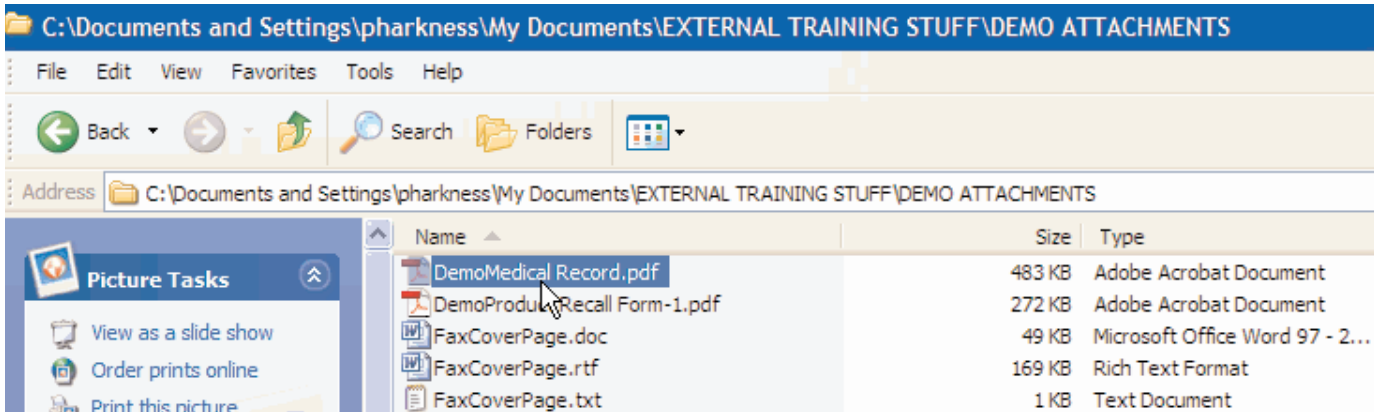
Stream Print and Docushare

Print to Fax and Store

Cleo's Stream Print allows users to initiate faxes from their desktop by "printing" the selected document directly from the document application or creation tool to the new email window. A user simply selects the Stream Print driver to send a document quickly to a recipient. A copy of the fax will be automatically dropped in the user's Docushare folder and all future correspondence referring to that document will also be stored in the Docushare Folder for easy retrieval.

To Send a Document from File or Application:

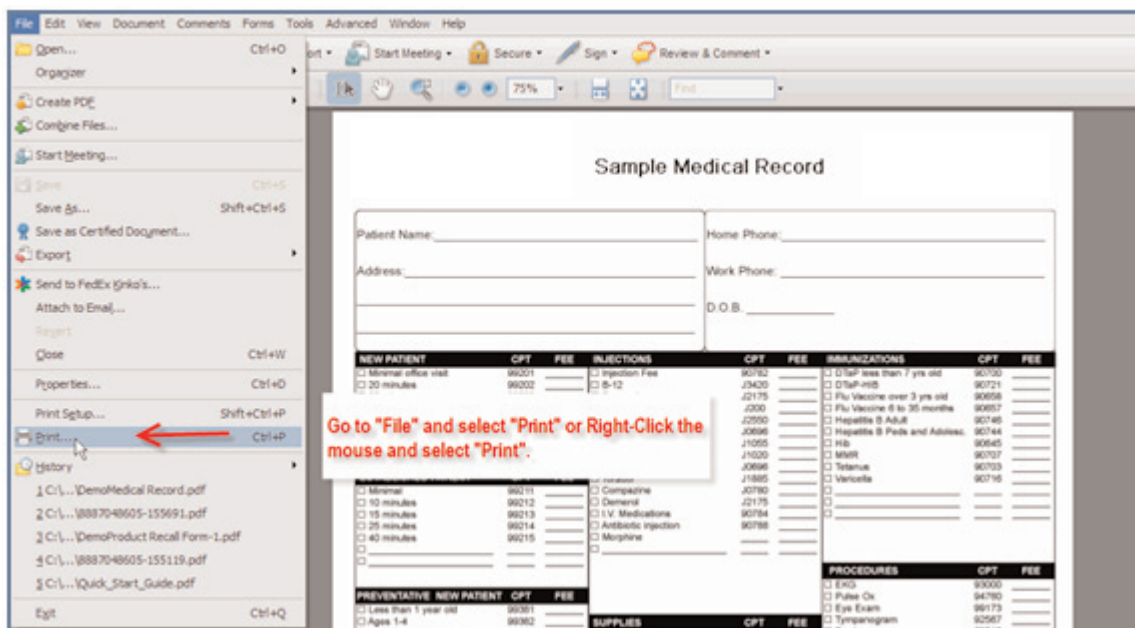
Select a document and open it.



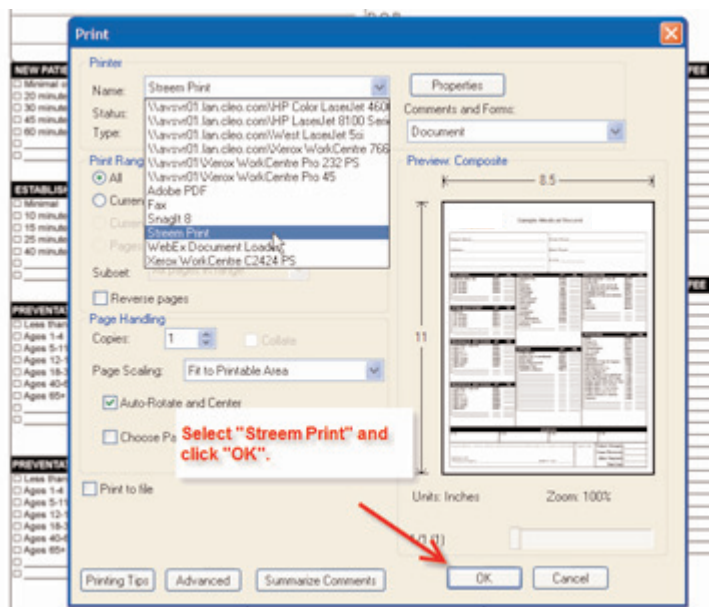
Patient Name: _____			Home Phone: _____					
Address: _____			Work Phone: _____					
_____			D.O.B. _____					
_____			_____					
NEW PATIENT	CPT	FEE	INJECTIONS	CPT	FEE	IMMUNIZATIONS	CPT	FEE
<input type="checkbox"/> Minimal office visit	99201	_____	<input type="checkbox"/> Injection Fee	90782	_____	<input type="checkbox"/> DTaP less than 7 yrs old	90700	_____
<input type="checkbox"/> 20 minutes	99202	_____	<input type="checkbox"/> B-12	J0420	_____	<input type="checkbox"/> DTaP-HIB	90721	_____
<input type="checkbox"/> 30 minutes	99203	_____	<input type="checkbox"/> Demerol	J2175	_____	<input type="checkbox"/> Flu Vaccine over 3 yrs old	90959	_____
<input type="checkbox"/> 45 minutes	99204	_____	<input type="checkbox"/> Lidocaine	J200	_____	<input type="checkbox"/> Flu Vaccine 6 to 35 months	90957	_____
<input type="checkbox"/> 60 minutes	99204	_____	<input type="checkbox"/> Phenergan	J2550	_____	<input type="checkbox"/> Hepatitis B Adult	90746	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Rocephin	J0998	_____	<input type="checkbox"/> Hepatitis B Peds and Adolesc.	90744	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Depo-Provera	J1005	_____	<input type="checkbox"/> Hib	90645	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Depo-Medrol	J1020	_____	<input type="checkbox"/> MMR	90707	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Rocephin	J0998	_____	<input type="checkbox"/> Tetanus	90709	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Toradol	J1885	_____	<input type="checkbox"/> Varicella	90719	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Compazine	J0780	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Demerol	J2175	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> I.V. Medication	90794	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Antibiotic injection	90795	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Morphine	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____



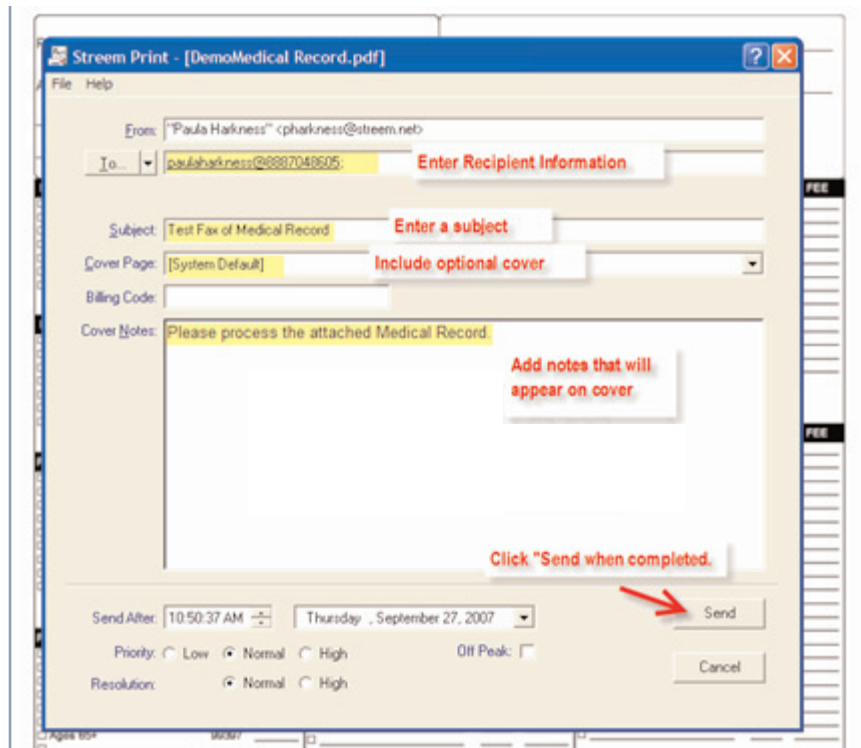
Select 'File' from the menu and choose 'Print' from the drop down. Or, right-click on the mouse and select 'Print'.



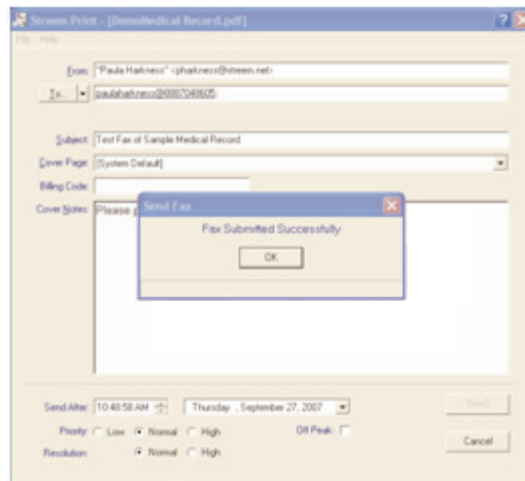
Select 'Stream Print' and choose 'OK'.



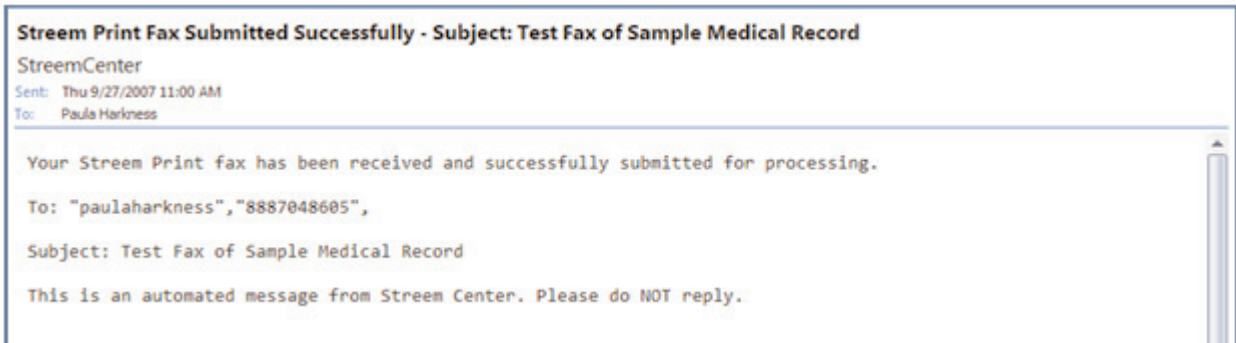
Enter an Email Address(es) or Fax Number(s) in the 'To' field. Optionally, enter a Subject, choose a Cover Page, and enter notes to appear on the cover page. Select the 'Send' button to submit the fax or email.



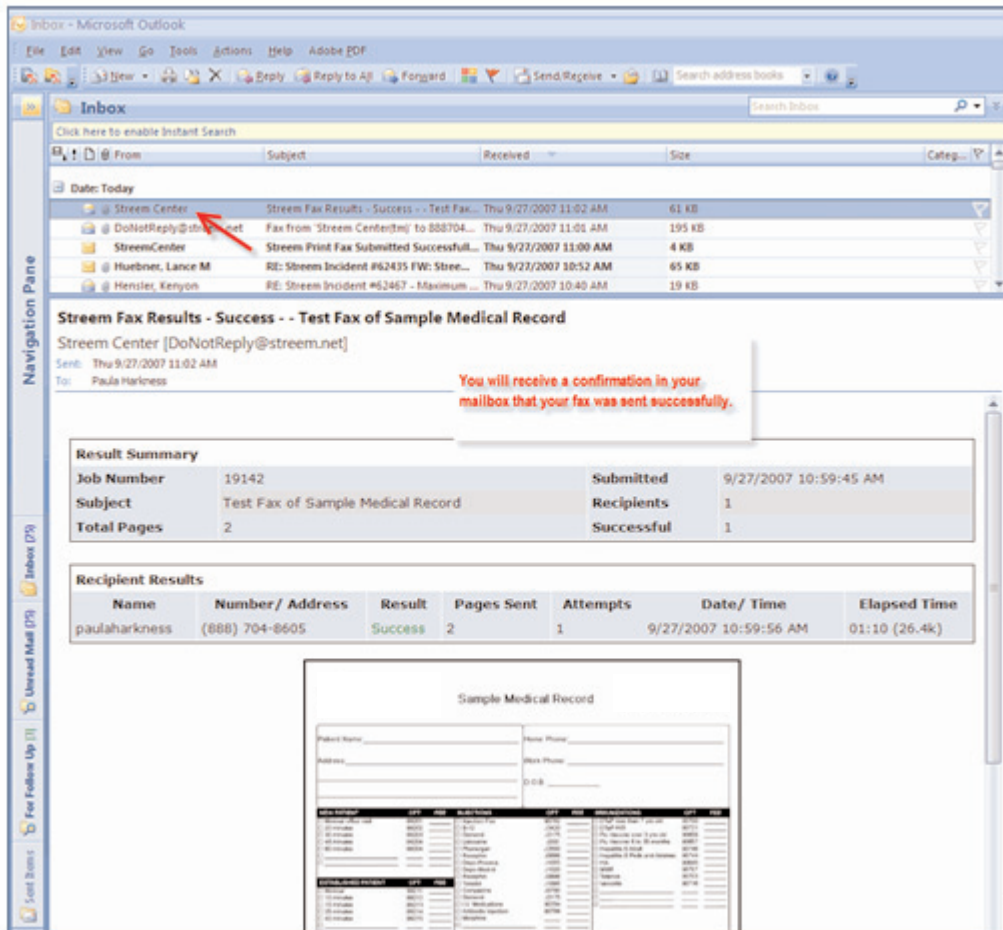
A message will appear showing that the fax or email has been submitted successfully. Select 'OK' when this message box appears.



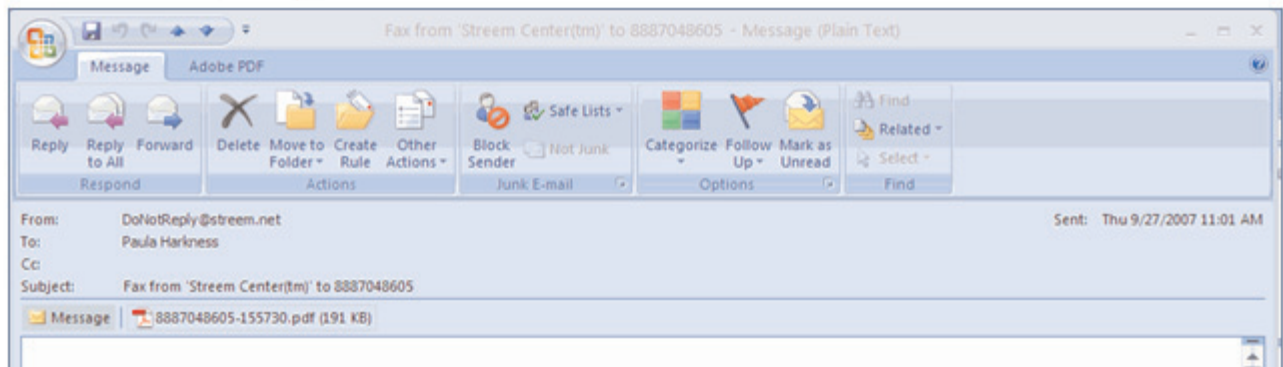
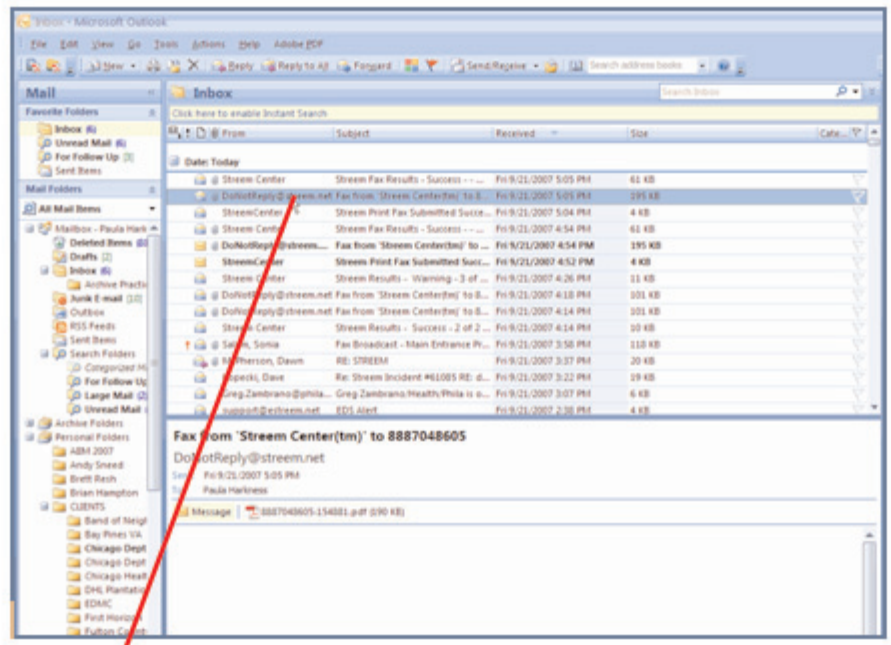
An email confirmation will be sent to the user's inbox, indicating the message has been received for processing.



Once the fax has been sent, the user will receive an Email confirmation which reports the results of the fax. This email shows the recipient name(s), fax number or email address, the results, number of pages sent, how many attempts were made in sending this document, the date/time, and how long the job took to send. It will also include thumbnail of the document sent, which may be disabled upon request.



The recipient then receives the message as and attachment in their email inbox. Upon opening the attached file, the recipient will view the cover page and document that was sent.

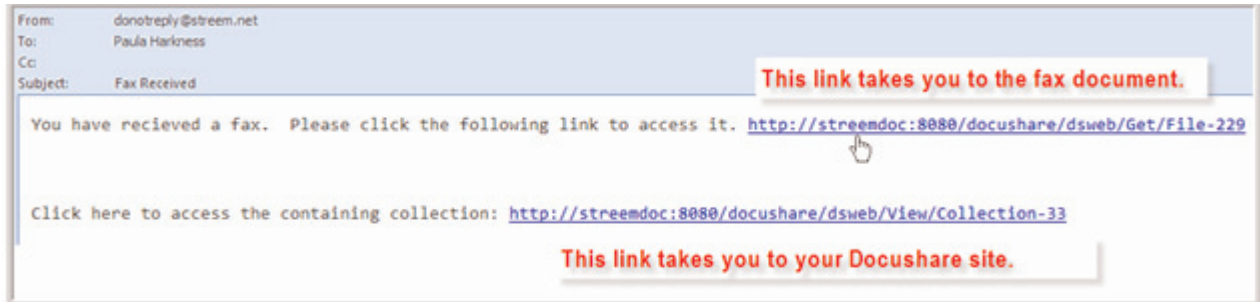


Sending a Quick Fax:

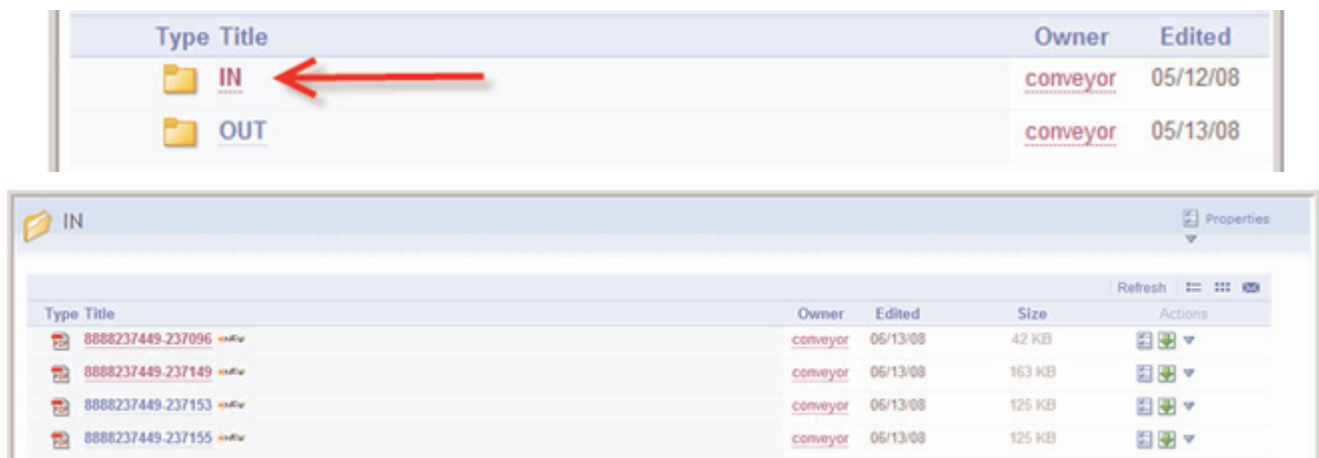
- Double Click the 'Stream Print' icon on the desktop
- Enter the Fax Number(s) and/or E-mail Address(es), or retrieve the addresses from the Stream Print database.
- Enter the Subject information.
- Enter the text message in the Cover Notes field.
- Select 'SEND'

Docushare Repository and Text Searchable PDFs

A copy of the fax is converted to a 'Text Searchable PDF' and is dropped into the corresponding Docushare folder when the fax is sent. Copies of faxes received are also dropped into the Docushare folder. In industries such as healthcare, to maintain regulatory compliance when faxes are received, an email will be sent including a link to the fax as well as a link to the Docushare folder in the system. The actual fax will not travel via email.



When selecting the link to the Docushare site, users select the IN folder to view and retrieve the received faxes.



Retrieving faxes stored in Docushare is easy. Enter the URL for Docushare website and login to the Docushare page, or click on the link provided within a received fax. Type in a search word or phrase and select the folders to search. Select search to retrieve the documents



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