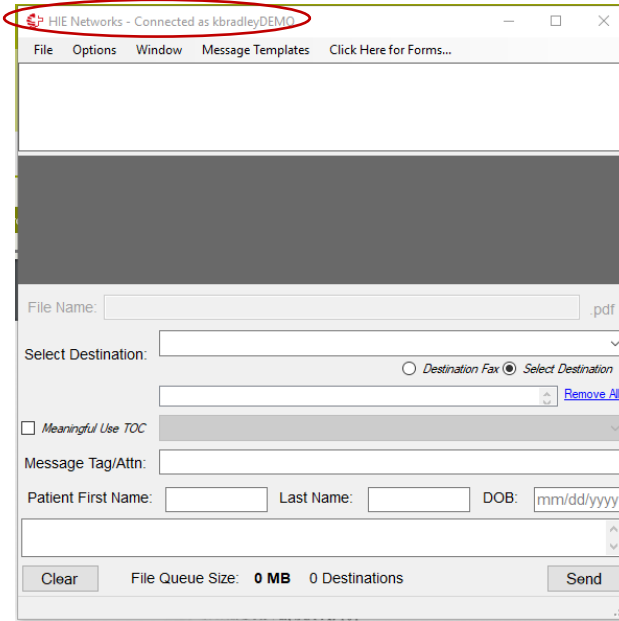
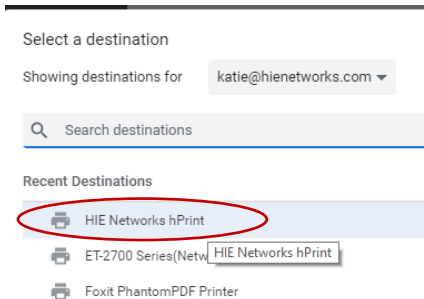


### Sending Outbound Using hPrint

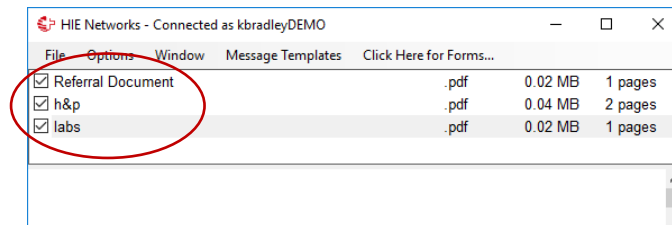
1. Confirm you are logged into hPrint, you should see 'Connected as *your name*' at the top of your hPrint desktop application



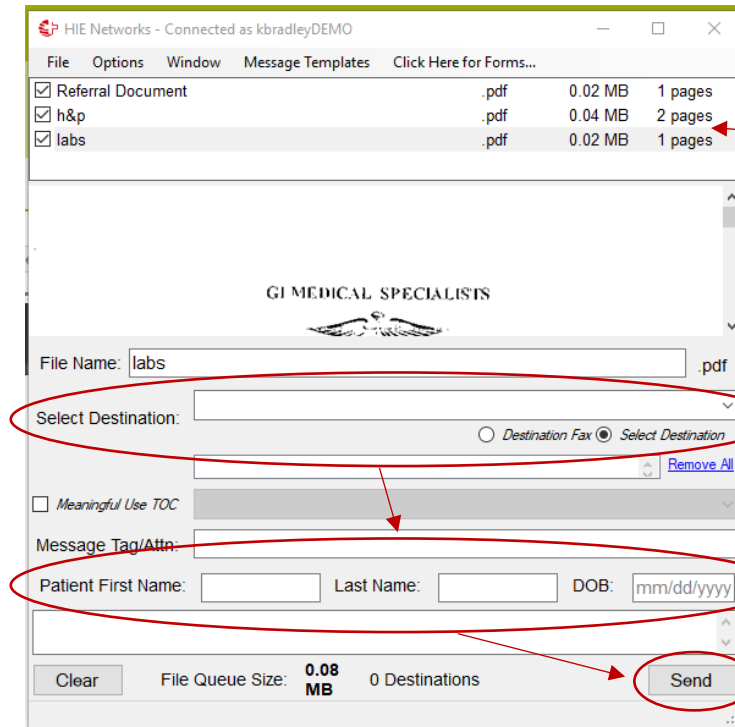
2. From your EMR locate the documents you wish to send and **print** them to **HIE Networks hPrint** in your printer dropdown



3. The document you have printed with populate in the top preview window of the hPrint desktop application, repeat step 2 until you have collected all document that need to be sent and you see them in your preview window



4. Select receiving office from the **Select Destination** dropdown or chose Destination Fax and manually type in the fax number you wish to send to. Add the Patients Name and DOB, then click send  
\*\*\***Message Tag/Attn:** is an optional field thing of this as a subject line, you can also include a customized message in the body of hPrint that will be included on the cover page of the fax



\*\*\*When your outbound communication as completed the preview window at the top of hPrint will be empty, at that point you can start processing a next message

5. Use **Finding a Work Queue Item** hand out to for instructions on how to locate your outbound communications