

# Xerox® Healthcare MFP Solution

## Confirm Connection – How to share patient information

The Xerox® Healthcare MFP Solution and the *Share Patient Information App* work with the Kno2 cloud service to connect the community of care. Follow the on-screen instructions to easily share information with providers to better coordinate care right from your new device.

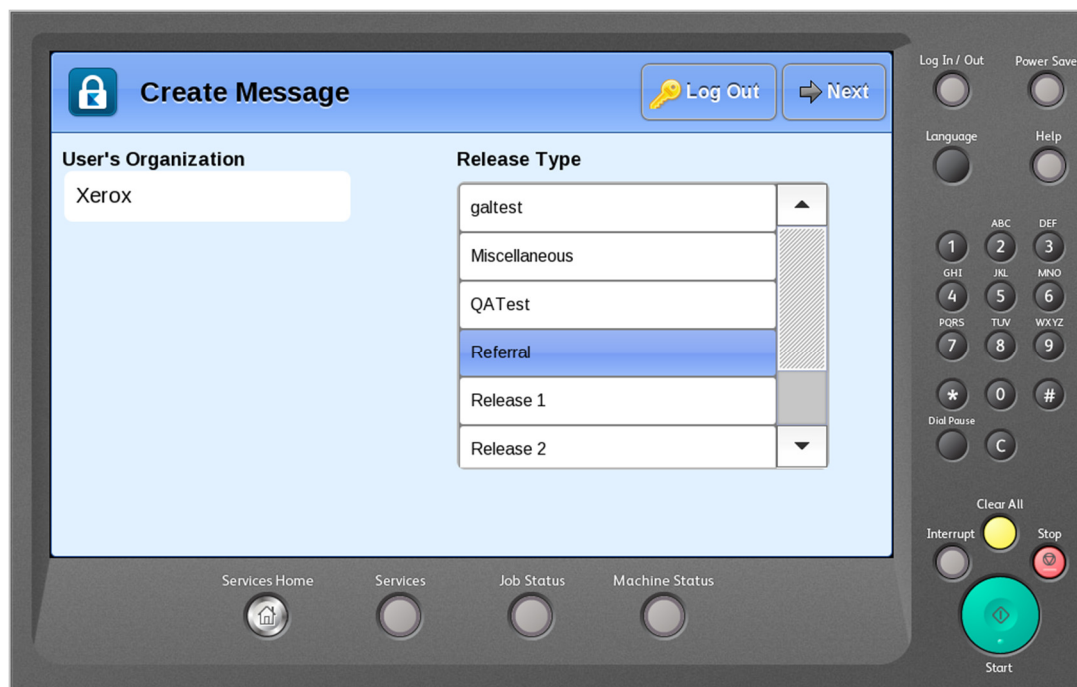


To begin using the *Share Patient Information App* on your Xerox® Healthcare MFP, you must complete the set up and configuration steps outlined in the *Xerox® Healthcare MFP Quick Start Guide* (this document is available at: <http://www.office.xerox.com/latest/SO1GD-08U.PDF>).

The following procedure assumes the user has already logged in to the Xerox® Healthcare MFP App on their device using their Kno2 account credentials.

### Create Your Message

1. Select an **Organization** from the predefined list. If you are a member of only one organization, it will be automatically selected for you
2. Select a **Release Type** from the predefined list
3. Select **Next**.



**Create Message**

**User's Organization**  
Xerox

**Release Type**

- galtest
- Miscellaneous
- QATest
- Referral**
- Release 1
- Release 2

**Log Out** **Next**

**Services Home** **Services** **Job Status** **Machine Status**

**Log In / Out** **Power Saver**  
**Language** **Help**

1 2 3  
4 5 6  
7 8 9  
\* 0 #  
Dial Pause C

**Clear All**  
**Interrupt** **Stop**  
**Start**

## Add Recipients

Manually enter a recipient's address or search the national directory, by provider or organization name, to locate the recipient's address.

### Manually enter the Recipient's Address

1. From the Recipient & From Address window, select **Add Recipient**.
2. Select **Manual**.
3. Enter the recipient's address and select **OK**.

### Search for a Recipient in the Kno2 Global Address Book

1. From the Recipient & From Address window, select **Add Recipient**.
2. Select **Search**. Select whether you would like to search by Provider or Organization.
3. Enter the search information in at least one text field; select **Search**.
4. Select the Recipient from the list of search results; select **Next**.

The screenshot shows the 'Recipient Search' screen on a KNO2 device. The screen has a blue header with a lock icon, the title 'Recipient Search', and buttons for 'Log Out' and 'Search'. Below the header, there's a section titled 'Would you like to search by Provider or Organization?'. Under this, there are two tabs: 'Provider' and 'Organization'. The 'Organization' tab is selected. Below the tabs, there are text input fields for 'First Name', 'Last Name', 'Organization', 'City', 'Select a State' (a dropdown menu), and 'Zip'. At the bottom of the screen, there are four buttons: 'Services Home', 'Services', 'Job Status', and 'Machine Status'. On the right side of the screen, there's a vertical column of buttons including 'Log In / Out', 'Power Saver', 'Language', 'Help', a numeric keypad (1-9, \*, 0, #), 'Dial Pause', 'C', 'Clear All', 'Interrupt', 'Stop', and 'Start'.

The screenshot shows the 'Search Results' screen on a KNO2 device. The screen has a blue header with a lock icon, the title 'Search Results', and buttons for 'Log Out' and 'Next'. Below the header, there's a section titled 'Organizations' with a sub-header '0 Organizations Selected'. Below this, there's a list of organizations with their details. The list is as follows:

Xerox - records	404 S 8th St Boise, ID 837027144
records@xerox.direct.kno2fy-stage.com	208-695-2380
Xerox 21- records	800 Long Ridge Rd Stamford, CT 0...
records@xerox2.direct.kno2fy-integration.com	703-298-4758
Xerox1- dev	800 Long Ridge Rd Stamford, CT 0...
dev@xerox.direct.kno2fy-integration.com	703-298-4758
Xerox1- kno2testad	800 Long Ridge Rd Stamford, CT 0...
kno2testadmin@xerox.direct.kno2fy-integrati...	703-298-4758
Xerox1- qatest	800 Long Ridge Rd Stamford, CT 0...
qatest@xerox.direct.kno2fy-integration.com	703-298-4758

At the bottom of the screen, there are four buttons: 'Services Home', 'Services', 'Job Status', and 'Machine Status'. On the right side of the screen, there's a vertical column of buttons including 'Log In / Out', 'Power Saver', 'Language', 'Help', a numeric keypad (1-9, \*, 0, #), 'Dial Pause', 'C', 'Clear All', 'Interrupt', 'Stop', and 'Start'.

## Enter Patient Information and Add Attachments

1. Enter the required Patient Information; select **Next**.



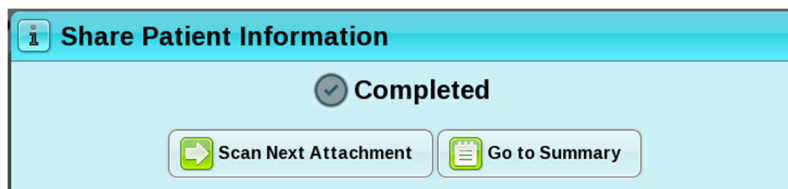
The 'Patient Info' screen displays fields for Name, Gender, and DOB. The Name field is split into three parts: 'John', 'Paul', and 'Jones'. The Gender field has 'Male' selected. The DOB field shows '07 / 04 / 1997'. A numeric keypad is visible for entering the date. At the top right, there are 'Log Out', 'Previous', and 'Next' buttons. The bottom of the screen features a navigation bar with 'Services Home', 'Services', 'Job Status', and 'Machine Status' buttons. On the right side, there is a control panel with buttons for 'Log In / Out', 'Power Saver', 'Language', 'Help', a numeric keypad, and a 'Start' button.

2. Select the details for your first attachment.



The 'Attachments (1 of 1)' screen shows 'Details' and 'Scan Options' tabs. The 'Details' tab is active, displaying a list of document types: 'Physician Note', 'Progress Note', 'Provider Note', 'Radiology', 'Radiology Report', and 'Referral'. The 'Document Date' field shows '08 / 31 / 2016'. A 'Use Today's Date' button is also present. The 'Confidentiality' field has 'Normal' selected. At the top right, there are 'Log Out', 'Previous', and 'Next' buttons. The bottom of the screen features a navigation bar with 'Services Home', 'Services', 'Job Status', and 'Machine Status' buttons. On the right side, there is a control panel with buttons for 'Log In / Out', 'Power Saver', 'Language', 'Help', a numeric keypad, and a 'Start' button.

3. Select the Scan Options tab and choose your scan options; select **Scan**.
4. If you would like to add more attachments to the current message, select **Scan Next Attachment** in the Status dialog, otherwise select **Go to Summary**.



The 'Share Patient Information' dialog shows a 'Completed' status with a checkmark. Below the status, there are two buttons: 'Scan Next Attachment' and 'Go to Summary'.

## Sending a Message

1. Review your message summary details.
2. To change any of the information, select the **Edit** icon next to the desired field.
3. Select the **Attachments** tab to review the added attachments.
  - a. If there is an error with one of the attachments, select the attachment and follow the suggested steps to fix the error.
4. If you would like to add a note to your message, select the **Notes** tab and select **Edit**.
5. When you have finished reviewing your message summary, select **Send** and a message confirmation will appear.

The screenshot shows the 'Summary' screen of an Xerox MFP. At the top, there is a blue header bar with a lock icon, the word 'Summary', and buttons for 'Log Out' and 'Send'. Below the header, there are three tabs: 'Details', 'Attachments', and 'Notes'. The 'Details' tab is active, showing the following information:

- Release Type:** Referral
- From Address:** qatest@xerox.direct.kno2fy-integration.com
- Recipients:** records@xerox.direct.kno2fy-stage.com
- Patient Information:** John Jones, 07/04/1997, male
- File Type:** Original (selected), CDA

At the bottom of the screen, there are four buttons: 'Services Home', 'Services', 'Job Status', and 'Machine Status'. On the right side of the screen, there is a control panel with various buttons including 'Log In / Out', 'Power Saver', 'Language', 'Help', a numeric keypad, 'Dial Pause', 'Clear All', 'Interrupt', 'Stop', and a large green 'Start' button.

The screenshot shows a 'Message Sent' confirmation dialog. It has a blue header bar with a checkmark icon and the text 'Message Sent'. Below the header, the text reads: 'Your message has successfully been sent.' At the bottom right, there is a button with a close icon and the text 'Close'.

## Support

For assistance with sharing patient information right from your Healthcare MFP, please follow your usual Xerox support process.