trace

Protect. Prove. Perform.

CREATING A PIXCERT RECORD

There are two ways to create a PixCert:

1. Go to **File**, **Print** and select **PixCert** as your printer...

OR

2. Click the **PixCert** icon on your Internet browser.

Note: *PixCert may be used to capture any printable document (e.g., web pages, emails, Microsoft Office® files, etc.). Also, PixCert is in **Append** mode by default. If you wish to append multiple documents, continue capturing information while leaving PixCert open. When you are ready to save the transaction, click "Send to Trace". This will save the separate documents/pages to the same patient.*

INDEXING A TRANSACTION TO A PATIENT

If the patient already exists in your database, you can retrieve and index the patient's information.
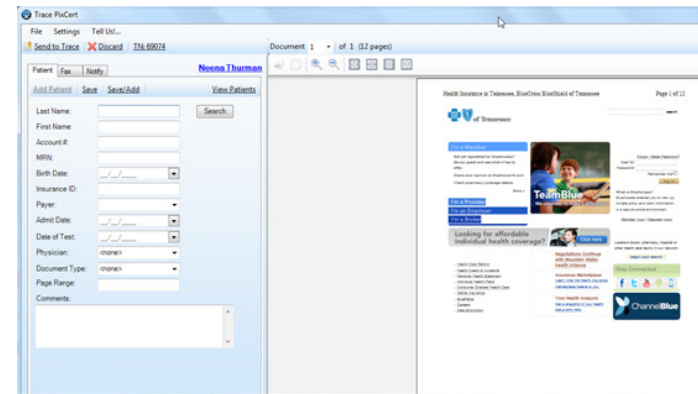**Existing patient**
1. Enter patient criteria.
2. Click **Search** button.
3. Click the **Choose** button by the desired patient name.
4. Select **Save** (to save indexing data).
5. Select **Fax** or **Notify**, if desired (complete display fields).
6. Select **Send to Trace**.

Note: *If you are also faxing this document, complet the FaxCert options before saving. If the patient does not exist in your document, manually enter the information in the displayed fields.*

FAXING A PIXCERT RECORD
- Click the **Fax** tab and choose a pre-existing destination code or enter a fax number.
- Internal ext. use 4 or 5 digits, external use 10 digits, international use 10+ digits.
- To **include a Cover Sheet** with your fax, select the box by this option.
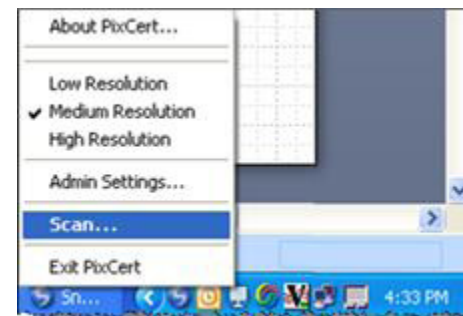

NOTIFYING OTHERS
Click the **Notify** tab and then select the box of the person(s) you wish to notify. When the PixCert record is saved, the selected person(s) will be notified of the transaction.

TIP
If you have a scanner attached to your PC, you can scan to PixCert. Right-click the PixCert icon in your PC's system tray and choose **Scan**.

Note: PixCert will now display a separate system tray icon for scanning, if a scanner is detected.