Instructions for Using E-Prescribing Through Turboscan + SRFax

1. Open the App Store on your Mobile Device. Search for TurboScan (Do NOT download Turbo Scan Pro) 2. Download to your mobile device.	
3. Print/Write the prescription and ensure Full Name, PHN, DOB are completed for patient 4. Sign (wet signature required) and ensure Provider Name, Prescriber Phone Number and	
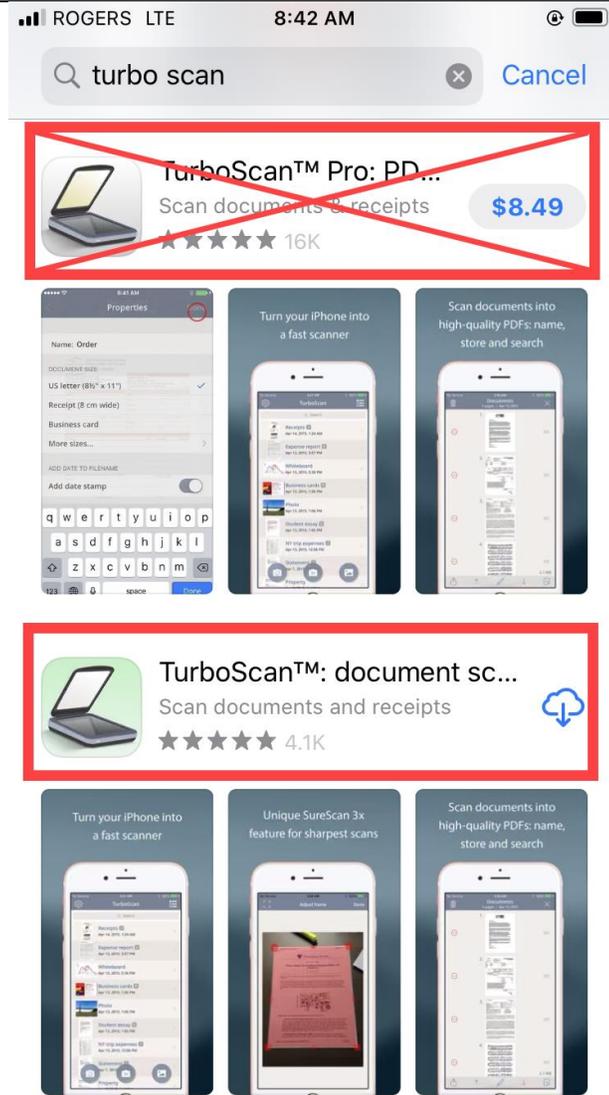
CPSID # /MSP # are clearly identified	
5. Open TurboScan *Note: the first time you open it, you will have to click through the permissions and permit access to your camera 6. Click the Camera icon on the bottom left corner	**◄ App Store ·ᆀᆀ LTE 8:42 AM ⊙ ▬** ⚙ **TurboScan** 🔍 ☰ No stored documents 📷 3x̂ 🖼
7. Hold your mobile device over the prescription. The app will form a red square noting the edges. Take a photo	⚡ **Page** 1 **Edge detection** For best edge detection, include some margin around your document and use a darker background **Got it!** Auto ⬤ ✕
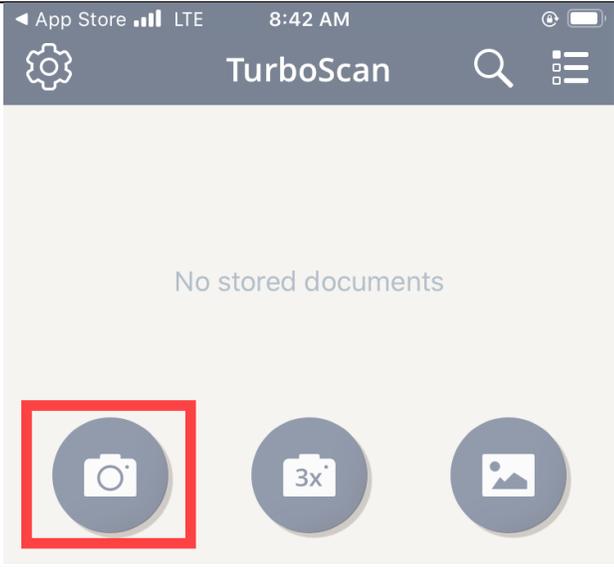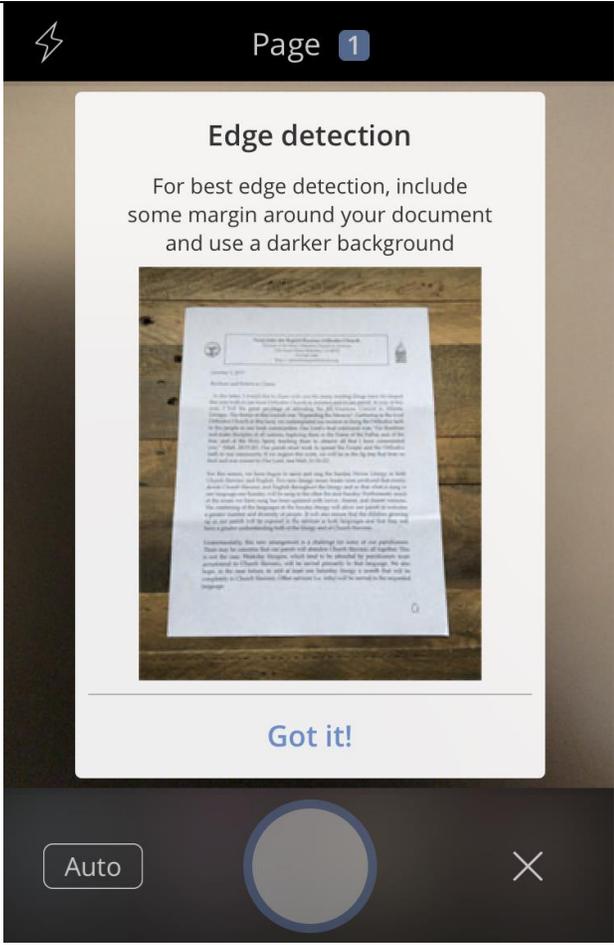
8. You will now be shown a preview of the prescription photo. Validate that it is clear and legible 9. Click the confirmation buttons in the top right corner: Next then Done for iOS devices and -> and then ✓ for Android devices	
10. The document is now stored within the application	
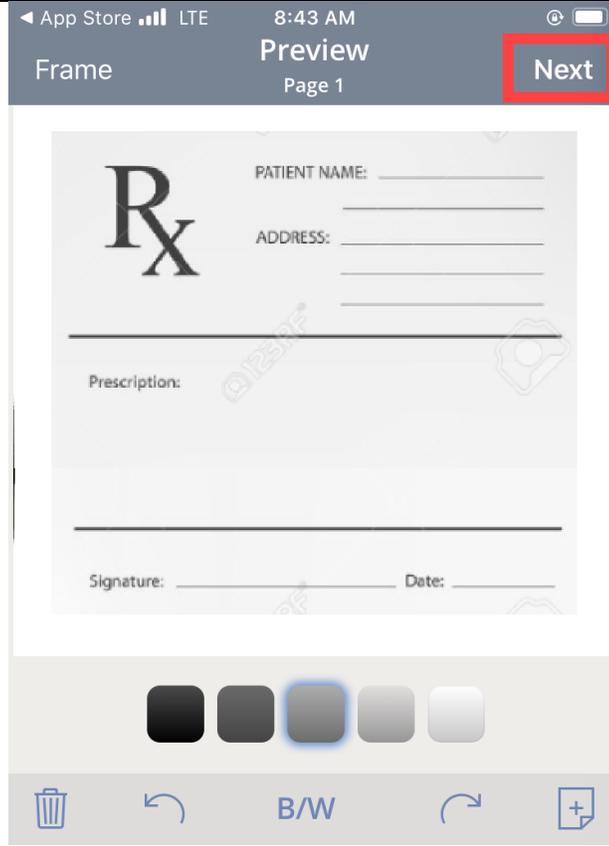
11. Click your document to reopen 12. Click the icon in the bottom left corner		
13. For Providers who have a Health Authority device, follow Stream A. For Providers using your own mobile device follow Stream B. To know how to set up your work email onto your personal device (Apple/Android), see Instructions for setting up an HA email on iOS device or Instructions for setting up an HA email on an Android device Note: PHSA Privacy recommends that PHSA phones be used as much as possible. If		
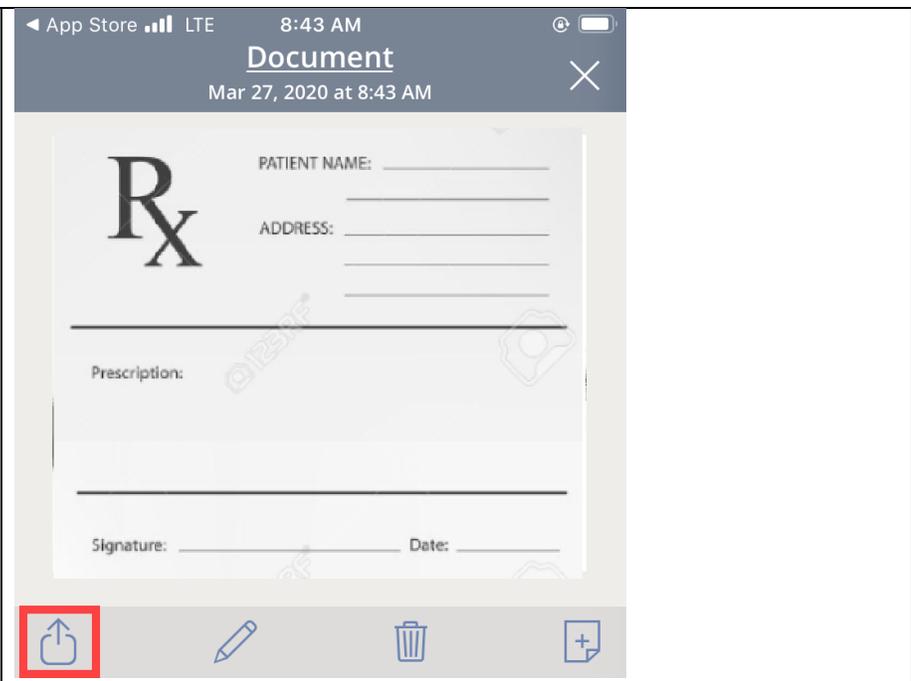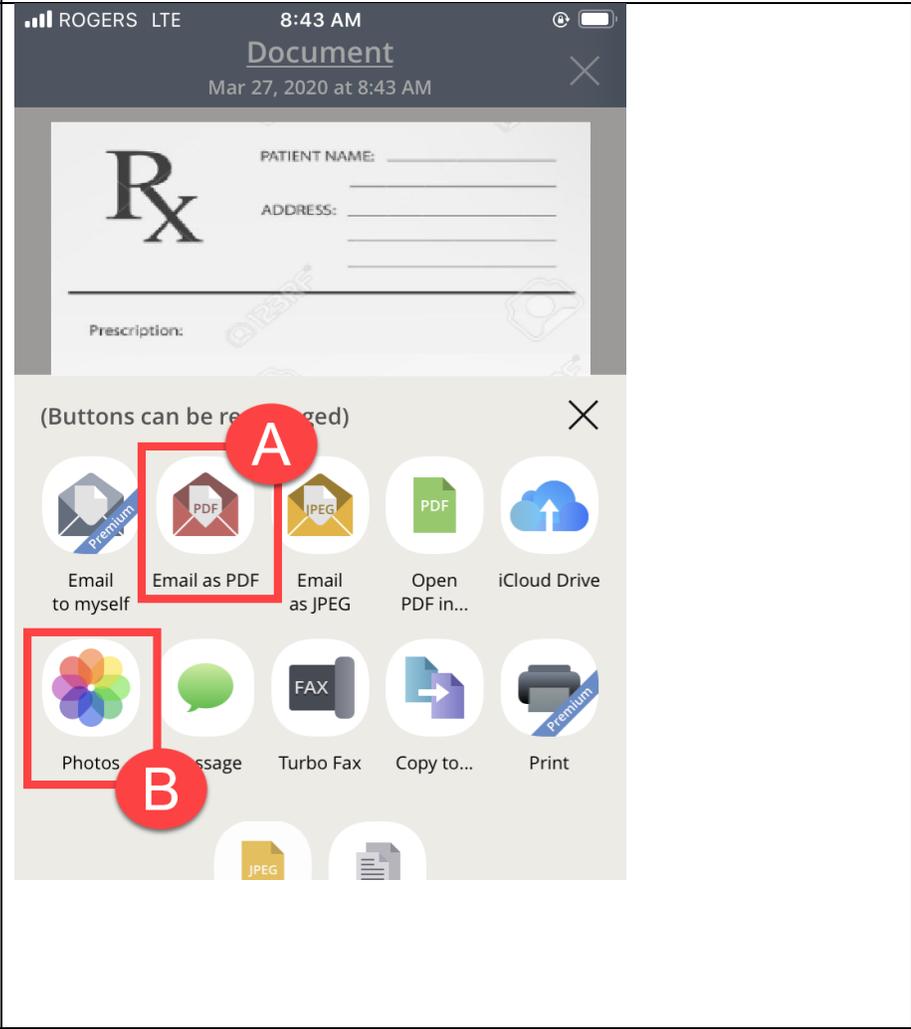
personal phones must be used, iCloud or automatic cloud uploading of photos should be disabled **Stream A**. Click Email as PDF. This will open into your default email application into a new email message **Stream B**. Click Photos. This will save the image into your mobile device photo storage. You will need to attach this image into your webmail separately	
14. **Stream A.** Your email will open with the image within the message body. Insert the following: To: ##########@srfax.com (1+AREA CODE+PHARMACY FAX NUMBER) Subject: Prescription for PATIENT LAST NAME, FIRST NAME Body: Your name, contact information and CPSID # /MSP # must be added	**A** **Prescription for SMITH, JOHN** ↑ To: 16040000000@srfax.com ⊕ Cc/Bcc: Subject: Prescription for SMITH, JOHN Please review attached Questions can be directed to Dr. Alice Tang, CPSID # 00000 at 604-111-1111 Scanned with TurboScan. R_X PATIENT NAME: _____ ADDRESS: _____
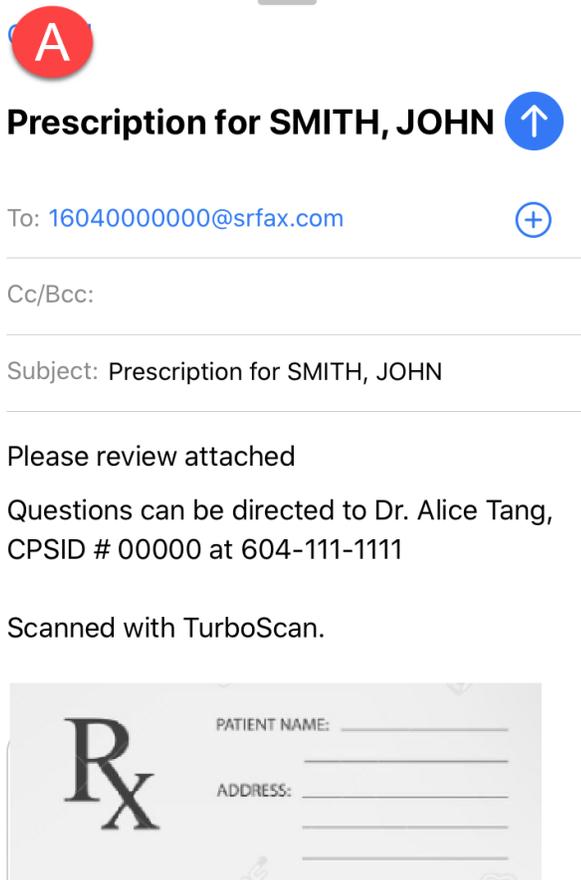
Add the prescription as an attachment, and send via SRFax. A confirmation email from SRFax will be sent back to your HA email within 5-10 minutes depending on volume. Note: The To, Subject and Body will become the Fax Cover Sheet. The prescription will become Page 2. In addition, PHSA Privacy recommends a cover sheet to be used for any faxes in case it is misdirected, or the receiving case is in a public location	

14.
Stream B.
Once the prescription has been saved to your photo gallery, open your mobile device web browser.
Go to your Health Authority webmail and enter the following information:
To: ##########@srfax.com (1+AREA CODE+PHARMACY FAX NUMBER)
Subject: Prescription for PATIENT LAST NAME, FIRST NAME
Body: Your name, contact information and CPSID # /MSP # must be added

Add the prescription as an attachment, and send via SRFax. A confirmation email from SRFax will be sent back to your HA email within 5-10 minutes depending on volume.

Note: The To, Subject and Body will become the Fax Cover Sheet. The prescription will become Page 2. In addition, PHSA Privacy recommends a cover sheet to be used for

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B

Prescription for SMITH, JOHN ↑

To: 16040000000@srfax.com ⊕

Cc/Bcc:

Subject: Prescription for SMITH, JOHN

Please review attached

Questions can be directed to Dr. Alice Tang, CPSID # 00000 at 604-111-1111

any faxes in case it is misdirected, or the receiving case is in a public location.	
15. **Stream A.** 1) Return to the TurboScan application and click the wheel icon in the top left corner and your settings will open 2) Under Document and Storage Options, select upload & remove storage 3)Scroll to the bottom and select delete all documents 4)Next, go into your email sent folder and delete the email Note* This app can only hold a maximum of 3 documents before it restricts you from adding more. A pop-up asking you to purchase the full app will appear. To avoid this pop-up, always delete the documents once sent. **Stream B.** 1) Go into your mobile device's photo gallery and delete the image of prescription	**...ll ROGERS LTE 9:09 AM** ⊙ ▭ ⚙️ **TurboScan** 🔍 ☰ DOCUMENT STORAGE OPTIONS Upload & remove storage 〉 Backup & restore 〉 This will delete all documents inside TurboScan (uploaded documents will not be deleted): Delete all documents **...ll ROGERS LTE 4:19 PM** ⊙ 🔋 ⚙️ **TurboScan** 🔍 ☰ **Premium upgrade** Thanks for trying TurboScan features! Tap Upgrade to enable unlimited scanning and Premium features. This is a one time cost for life. (To restore your previous purchase, tap Settings.) **Upgrade ($2.79)** **Close** • Unlimited scanning $2.79 • Premium features 📷 3x̊ 🖼️
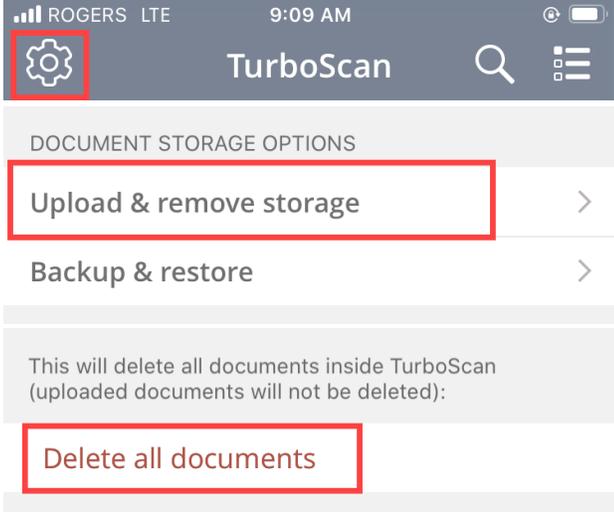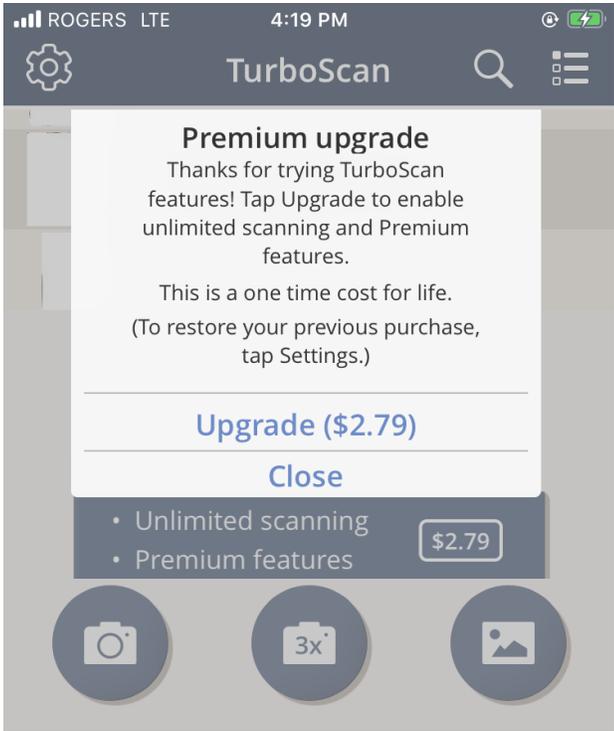
2) Follow remaining steps from 15. Stream A. above.	
16. Retain the paper copy of prescription in a secure location until you can take it on site to place in the patient's paper clinical health record. Duplicate prescriptions, where required, must be delivered (by mail, courier, or other means) to the pharmacy as soon as possible Note: Ensure that any providers sending the prescriptions via email and the providers/ clerks receiving the emails regularly empty the deleted folder in the generic (ie general clinic email) and provider inboxes.	