

SRFax on an Android mobile device

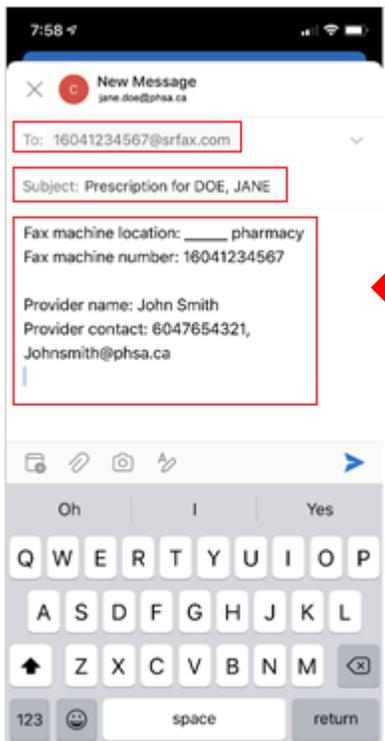
Requirements

- An SRFax account
- Access to a health authority (HA) issued email
- Wi-Fi/data enabled Android mobile device (e.g. smartphone or tablet)
- Built-in mail app on your Android mobile device set up with your HA email – click [here](#) for instructions
- Cloud uploading function turned **off** for your mail app
 - Avoids contravention of the Freedom of Information and Protection of Privacy Act (FIPPA)

**Note that some images below are from an iOS device; however, instructions are also applicable for Android devices.*

Sending an electronic fax

1. Open your built-in mail application and start a new email.
2. Use the following information for your email:



To: [1 + Area code + Fax number]@srfax.com

Subject: [Document name] for [Last name, First name]

Body: Fax machine **location name**
Fax machine **number**

Your **name**
Your **contact information**



Note that the **'To'**, **'Subject'** and **body** of the email will become the **fax cover sheet** with a confidentiality disclaimer.

3. Attach  a photo of your desired document into the email. Confirm the photo is added as an attachment.
4. Confirm all email information (i.e. fax number, email address, subject, patient name, etc.) and tap **Send** to send the email.



If your fax was not sent successfully, you will receive an email from SRFax within five – ten minutes. Try again, or contact VirtualHealthTechnicalSupport@phsa.ca for assistance.

5. Delete the email with the attached document from your **Sent Items** and **Deleted Items** to avoid potential privacy breaches.
6. Delete the photo of the document from your phone's **photo album** to avoid potential privacy breaches.
7. Follow your clinical program guidelines on proper storage of the clinical document.