

## Set up Doctor to Recieve and Send Electronic Orders in Barnestorm MedSign

- Call the doctor and find out the active email account that they will use to receive electronic orders.
- Make sure you write down the email address carefully.
- Tell them you will be sending a test order shortly.
- Within Barnestorm go to Codes > Other Basic Codes > Doctors.
- Find the doctor by typing the last name in the "Search For" field.
- There is a new option in the lower area called "Accepts EchoSign", make sure this is checked (it is checked by default).
- Type the email address into the Email Address field.
- Click the Save button at the bottom of the screen.
- So back to Select Patient. Select one of that doctor's patients.
- Go to Orders > Add / Edit Orders.
- Change the doctor to the one you just set up.
- In the order text area, type, "TESTING DOCTOR ELECTRONIC FAXING. PLEASE SIGN AND RETURN ELECTRONICALLY".
- Click the Save button.
- In the lower left panel, click the Create VO button. Close the print preview that pops up.
- Go to Mailings > Mail Orders.
- Select the test order you created in the top panel, which is labeled Outgoing Orders To Send.
- Click the Send via MedSign button. This will send the test order to the doctor. Later, call them to confirm that they have received it and see if they signed it.
- When the doctor's office signs the order and send it back, the bottom panel, Incoming Electronic Orders, will reflect this.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50666.aspx>