## How to send EMR files to El Paso Health

1. Using Internet Explorer, go to: <u>http://ftp.elpasohealth.com/EFT_EMR</u>	Attp://ftp.elpasohealth.com/EFT_EMR
	ElPasohealth HEALTH PLANS FOR EL PASOANS. BY EL PASOANS.
2. Once the page is loaded, you will see the screen on the right.	Add Attachments      From:      To:     EMR@elpasohealth.com      Subject:     Replace this text with Facility or Provider Name  REMOVE THIS TEXT AND MAKE SURE YOU INCLUDE  ANY OTHER RELEVANT INFORMATION  ***DON'T FORGET TO ATTACH RELATED DOCUMENTS BY CLUCKING ON THE "ADD ATTACHMENTS" BUITTON ABOVE
<ol> <li>Change the "From" field to your email address</li> <li>The "To" field cannot be modified</li> <li>Type a meaningful subject such as "EMR from Provider provid"</li> </ol>	From:       EMR_Sender@elpasohealth.com         To:       EMR@elpasohealth.com         Subject:       EMR from Dr. Galindo PRV0001990
6. Type a message in the body of the email message	+ Add Attachments       ? Help         From:       EMR_Sender@elpasohealth.com         To:       EMR@elpasohealth.com         Subject:       EMR from Dr. Galindo PRV0001990         These are the medical records from Dr. Galindo. Please contact Office Manager Mrs. Zoyla Becerrazbecerra@domain.com or by phone 915.222.2222 with any questions.
7. Click "+ Add Attachments" and the bottom part of the form will display the button to add files to the message	Add Attachments     From: EMR_Sender@elpasohe     To: EMR@elpasohealth.com     Subject: EMR from Dr. Galindo PR

<ol> <li>Click on "Select file(s)/folder(s)". You will see the listing of files in your computer. Navigate to the location of the file(s) you want to send, select it/them and click "Open"</li> </ol>	Jesus          desktop.ini          Recent Items          GET Elview          Desktop          GET Elview          Desktop          GET Elview          My Documents          Gffice 2010          Office 2010          Get HP Support Assistant          Office 2010          MP Docoments          My Docoments          Office 2010          File name:          Minopoly          RS_signed.zip          Minopoly          Metvork          File name:         EMR_file_1.pdf" "EMR_file_2.pdf" "EMR_file_3.pdf"          Netvork          MI Files
9. The file(s) will be displayed in the bottom pane of the form.	Filename /         Size         Date           EMR_file_1.pdf         1.18 MB         01/08/2014 11:47           EMR_file_2.pdf         1.18 MB         01/08/2014 11:47           EMR_file_3.pdf         1.18 MB         01/08/2014 11:47           EMR_file_3.pdf         1.18 MB         01/08/2014 11:47           Select file(s)/folder(s)         Cancel         0%
10. Once all the files are listed, click on the envelope button (SEND) to send the message with the files.	★ Add Attachments         From:       EMR_Sender@el         To:       EMR@elpasohea         Subject:       EMR from Dr. Gal         These are the medical records from Dr. Galindo. Plea:         zbecerra@domain.com or by phone 915.222.2222. with         Filename ▲         EMR_File_1.pdf         EMR_File_2.pdf         EMR_File_3.pdf         0%         Select file(s)/folder(s)
11. Once files have been sent, you will see a notification of completion	Complete × Your message was sent along with instructions on how to retrieve any attached file(s). Close
12. Click close and you can now send additional messages/files by following steps 1-11.	