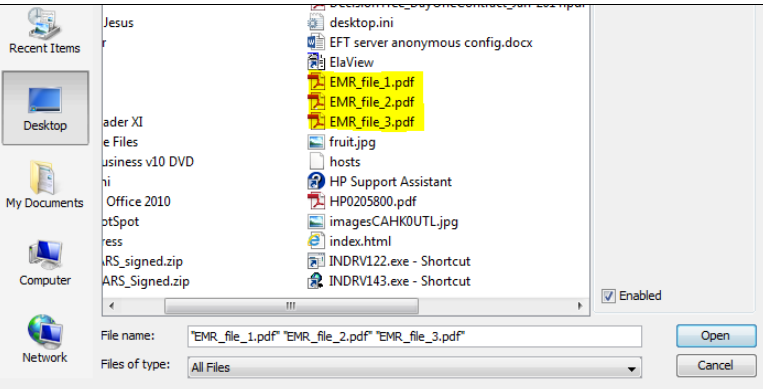
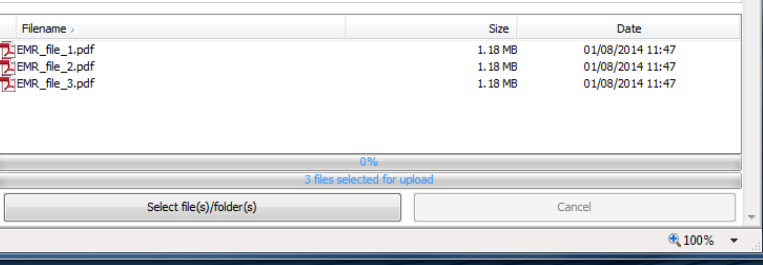
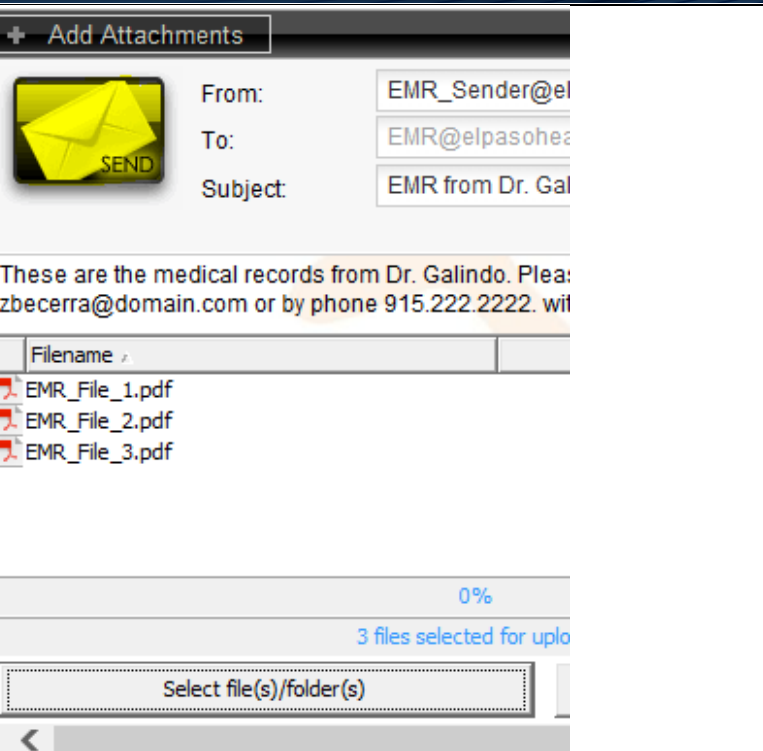
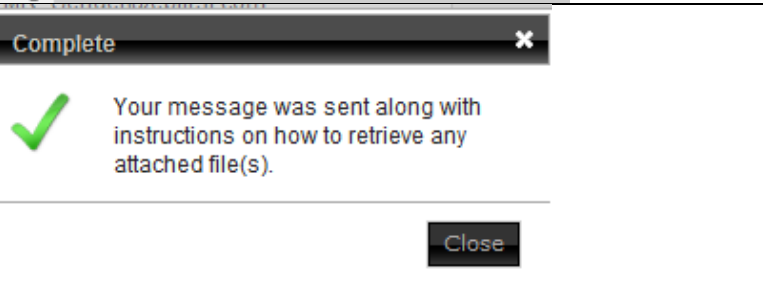


How to send EMR files to El Paso Health

<p>1. Using Internet Explorer, go to: http://ftp.elpasohealth.com/EFT_EMR</p>	
<p>2. Once the page is loaded, you will see the screen on the right.</p>	 <p>El Paso Health HEALTH PLANS FOR EL PASOANS. BY EL PASOANS.</p> <p>+ Add Attachments</p> <p>From: <input type="text"/></p> <p>To: EMR@elpasohealth.com</p> <p>Subject: Replace this text with Facility or Provider Name</p> <p>REMOVE THIS TEXT AND MAKE SURE YOU INCLUDE ANY OTHER RELEVANT INFORMATION</p> <p>***DONT FORGET TO ATTACH RELATED DOCUMENTS BY CLICKING ON THE "ADD ATTACHMENTS" BUTTON ABOVE.</p>
<p>3. Change the "From" field to your email address 4. The "To" field cannot be modified 5. Type a meaningful subject such as "EMR from Provider <i>provid</i>"</p>	 <p>From: EMR_Sender@elpasohealth.com</p> <p>To: EMR@elpasohealth.com</p> <p>Subject: EMR from Dr. Galindo PRV0001990</p>
<p>6. Type a message in the body of the email message</p>	 <p>+ Add Attachments ? Help</p> <p>From: EMR_Sender@elpasohealth.com</p> <p>To: EMR@elpasohealth.com</p> <p>Subject: EMR from Dr. Galindo PRV0001990</p> <p>These are the medical records from Dr. Galindo. Please contact Office Manager Mrs. Zoyla Becerra zbecerra@domain.com or by phone 915.222.2222 with any questions.</p>
<p>7. Click "+ Add Attachments" and the bottom part of the form will display the button to add files to the message</p>	 <p>+ Add Attachments</p> <p>From: EMR_Sender@elpasohe</p> <p>To: EMR@elpasohealth.com</p> <p>Subject: EMR from Dr. Galindo PR</p> <p>0% Select or drag and drop files to upload</p> <p>Select file(s)/folder(s) Cancel</p> <p>100%</p>

<p>8. 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”</p>					
<p>9. The file(s) will be displayed in the bottom pane of the form.</p>					
<p>10. Once all the files are listed, click on the envelope button (SEND) to send the message with the files.</p>	 <p>From: EMR_Sender@el To: EMR@elpasohes Subject: EMR from Dr. Gal</p> <p>These are the medical records from Dr. Galindo. Plea: zbecerra@domain.com or by phone 915.222.2222. wil</p> <table border="1"> <thead> <tr> <th>Filename</th> </tr> </thead> <tbody> <tr> <td>EMR_File_1.pdf</td> </tr> <tr> <td>EMR_File_2.pdf</td> </tr> <tr> <td>EMR_File_3.pdf</td> </tr> </tbody> </table> <p>0% 3 files selected for uplo</p> <p>Select file(s)/folder(s)</p>	Filename	EMR_File_1.pdf	EMR_File_2.pdf	EMR_File_3.pdf
Filename					
EMR_File_1.pdf					
EMR_File_2.pdf					
EMR_File_3.pdf					
<p>11. Once files have been sent, you will see a notification of completion</p>	 <p>Complete</p> <p>✓ Your message was sent along with instructions on how to retrieve any attached file(s).</p> <p>Close</p>				
<p>12. Click close and you can now send additional messages/files by following steps 1-11.</p>					