

Sending and Receiving Faxes – During Remote Work Status

Sending and Receiving Faxes

It will be important for us to continue to send and receive health and educational faxes while working remotely. The following reflects how the process will be conducted during remote work status:

Sending Faxes

Faxes can be sent from the OESD 114 on **WEDNESDAY** mornings between **8:00am-12:00pm**.

All faxes will be sent by Bonnie during this time.

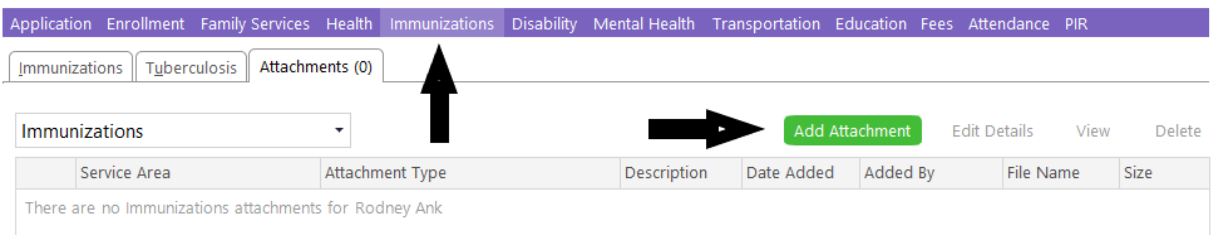
1. Staff needing to send a fax will go to the OESD and call 360-478-6889 to inform Bonnie that they are on site.
2. Staff will access the OESD building through the main doors, briefly, to complete the fax cover sheet and corresponding documents to be faxed. (Staff must complete staff health screening upon entry – see COVID Staff Entry and Check-In Procedure). Completed fax packet will be handed to Bonnie.
3. Bonnie will send the fax and will email the staff member letting them know the fax went through or any other details about the fax, such as it was a “bad” fax number.

Receiving Faxes

All faxes will be received by Bonnie Monday thru Wednesday

1. Bonnie will check for received faxes every Monday thru Wednesday.
2. If a fax has been received, she will scan the fax and upload the information into ChildPlus for the appropriate child and in the appropriate location.

Example: Immunizations for CPID0000 will be uploaded as an attachment under the Immunization tab:



Service Area	Attachment Type	Description	Date Added	Added By	File Name	Size
There are no Immunizations attachments for Rodney Ank						

3. Bonnie will send an email to the staff member informing them that the information has been uploaded to ChildPlus for review. All education information must also be emailed to appropriate Program Manager.
4. Hard copies will be placed in the appropriate staff members’ mailbox.