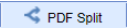


Quick Use: PDF Splitter for Inbound Faxes

Last Modified on 08/05/2025 1:28 pm EDT

This article describes the functionality of the  feature available within **My Tasks > Fax Updox - Inbox**. The PDF splitter allows users to organize pages of a received fax and upload individual pages (or groups) to separate patients and folders. This feature removes the need for third-party document management software and reduces the time spent managing the fax inbox. An [article for screen definitions](#) is available for further clarification of additional features and pop-out screens.

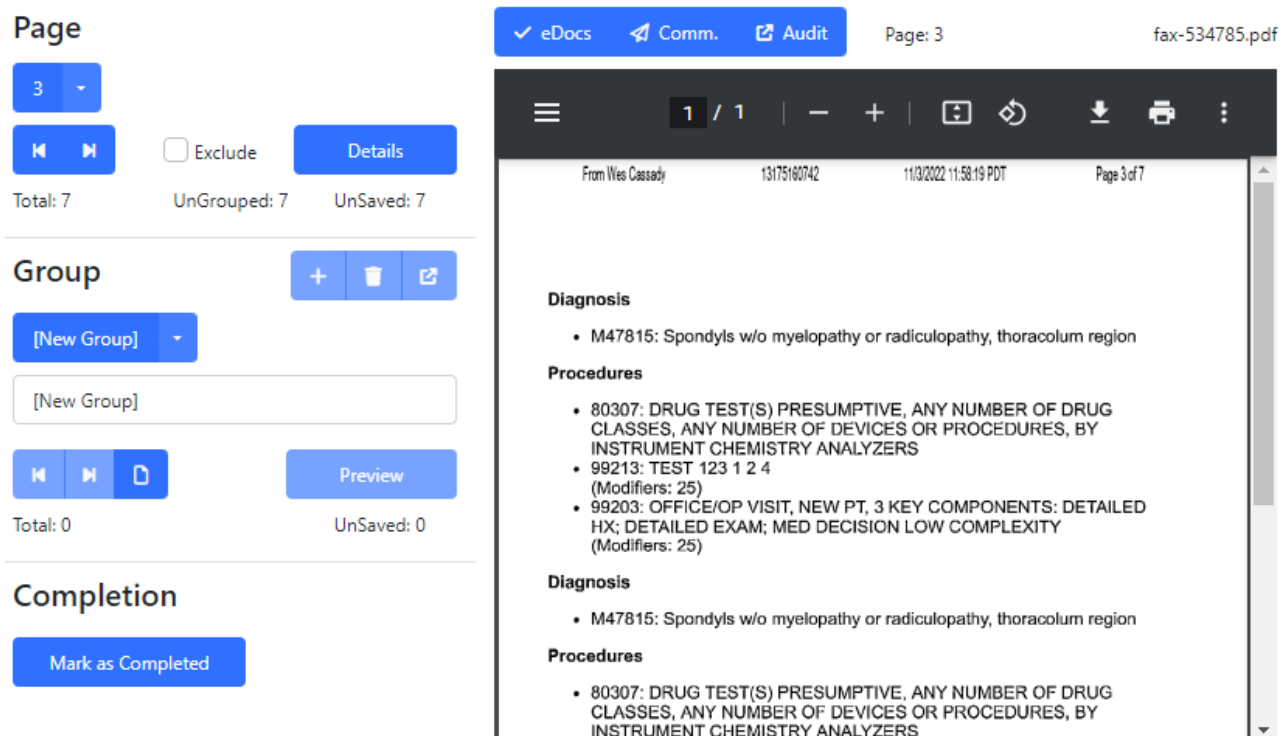
This feature is only available for Updox eFax clients. If you are not currently signed up for OfficeEMR's integrated eFax service and would like to learn more please visit:

<https://officeemr.knowledgeowl.com/help/fax>. If you wish to sign up for Updox faxing, please open a ticket through support@isalushealthcare.com or the support portal.

Designed Functionality

- Separate pages of received faxes in order to save specific pages for individual patients and eDocument locations.
- Group specific pages of a PDF that can be saved as a single file in eDocuments
- Send a Communication to user/user groups containing an attachment of the split pages
- Audit specific pages of faxes to see the associated activity
- Mark the fax in the inbox as completed from within the PDF Split window

PDF Split



The screenshot displays the PDF Split interface. On the left, the 'Page' section shows a dropdown for page 3, navigation buttons, and status: Total: 7, UnGrouped: 7, UnSaved: 7. Below is the 'Group' section with a '[New Group]' dropdown, an input field, and status: Total: 0, UnSaved: 0. At the bottom is the 'Completion' section with a 'Mark as Completed' button. The main area on the right shows a preview of a PDF document titled 'fax-534785.pdf', page 3 of 7. The document content includes a header with 'From Wes Cassidy', '13175160742', '11/3/2022 11:58:19 PDT', and 'Page 3 of 7'. The body contains 'Diagnosis' (M47815: Spondyls w/o myelopathy or radiculopathy, thoracolum region) and 'Procedures' (80307: DRUG TEST(S) PRESUMPTIVE, ANY NUMBER OF DRUG CLASSES, ANY NUMBER OF DEVICES OR PROCEDURES, BY INSTRUMENT CHEMISTRY ANALYZERS; 99213: TEST 123 1 2 4 (Modifiers: 25); 99203: OFFICE/OP VISIT, NEW PT, 3 KEY COMPONENTS: DETAILED HX; DETAILED EXAM; MED DECISION LOW COMPLEXITY (Modifiers: 25)).

Prerequisites

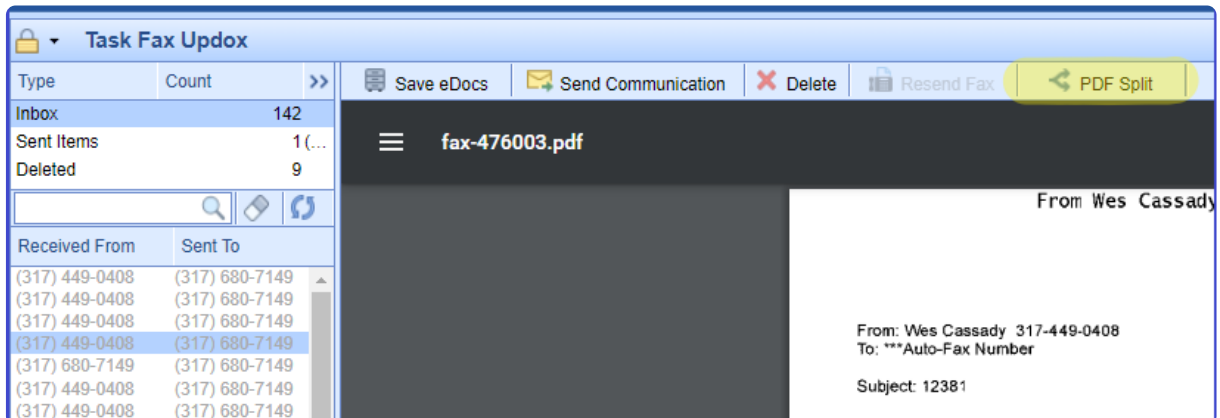
1. [\(iSalus Support Step\) Enable PDF Split Feature via Database Setup](#)

Contact support to enable this feature. If you are already an Updox Faxing client within iSalus this feature would have been enabled on 3.23.23, however, the next step will still need to be completed.

2. Practice eDocuments - Processing - PDF Split Role: Enable **Write** Access

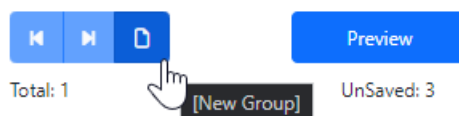
Steps to Complete

1. Within **My Tasks - Fax Updox** navigate to the **Inbox**
2. **Select a fax** from the Inbox
3. In the Toolbar (right-hand side), select the **PDF Split** button.

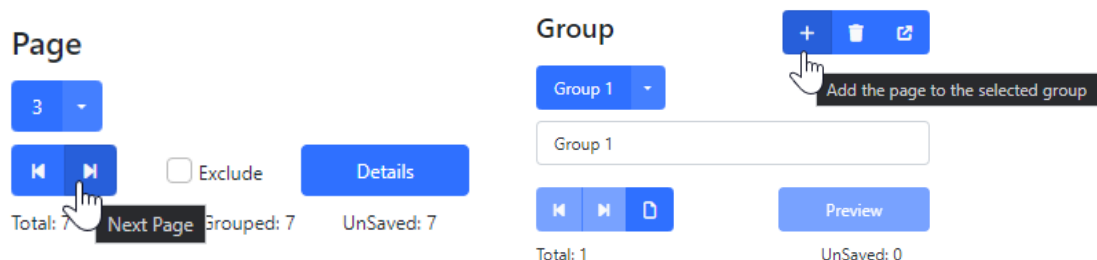


Depending upon the contents of the fax, you may decide to save individual pages to their own files within eDocuments while saving them to separate eDocument Folders. Otherwise, you may want to group multiple pages together to be uploaded as one file and saved to a single eDocument location. If you wish to assign the **pages to groups**, **continue to Step 4**. If uploading individual pages, **skip to Step 5**.

4. To assign pages to a group, select the option **next to Select Group, [New Group]**



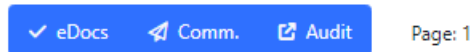
- a. This item has a default description of [New Group], you may **rename this group** to keep track of what documents are to be added to the Group. This description may be used as the File Name when saving to eDocuments. ex. *Radiology, Referral Records*
- b. Using the **Page** section, you can navigate using the **Previous & Next** buttons as well as the supplied dropdown. Once you are on a page that fits within the created Group, use the **ADD** button to assign the page to the Group



- c. Repeat Steps 4 - 4c until all pages are organized into each "file" you intend to upload.
- d. Select **Preview** once completed. This will display all pages associated with the selected group in the viewing pane. Confirm the contents are accurate.

You **MUST SELECT PREVIEW** in order to upload all pages as opposed to the page currently in focus. Be sure to take note of what is seen next to the audit button. This will show the item in focus; Page: {Page Number} or Preview: {Group Name}

5. Select **Save eDocs** once the appropriate page or group is displayed. Use the navigation buttons or dropdown under the Page section to upload individual pages. If uploading a group, select it from the Group section and Preview it. The current item in context is indicated by the label next to the Audit:



6. From the Save eDocuments window:
- Search** for the appropriate **Patient & Folder**
 - Set Filename** (use group name as filename available via checkbox)
 - Set Received Date** (if applicable)
 - Search & Select User/Group** for eDocument Review & add a Review Message w/ priority if desired.
7. **Save - Next** - This option will save & assign the eDocument and navigate to the next unsaved group.

Save eDocuments



☒ Patient ☐ Practice ☐ Resource ☐ Payer

Patient

Search Patient Search

Folder

Search Patient Folders Search

Filename ☐ Use Group Name

fax-529331 .pdf

Received Date

Group: Referral Records; Page(s): 1

To Be Reviewed By

Group

☐ HIE

Search User/Group Search

Review Message

Priority

☐ Low ☒ Nomal ☐ High

Save - Next

Save

8. Once all desired pages/groups are indexed, **Mark as Completed**. This will add a strikethrough to the fax in the inbox and will be moved to the **Fax Updax - Deleted** category once refreshed.

