



CutePDF



To add the CutePDF desktop shortcut: Start, All Programs, CutePDF, Right click on CutePDF Professional, Send To Desktop

Using stamp image tool

To add a stamp that *can* be edited:

1. Click the **Utilities** button on the toolbar and select **Stamp Tool Image**
2. Go to the page where you want to add the image object
3. Click the location to place the graphic, or drag a rectangle to define the boundaries of the graphic object
4. In the Image Properties dialog box, select the image file, specify other options, and click **OK** to apply it

To add a stamp that *cannot* be edited:

1. Click on the **arrow next to Commenting**
2. Select **Stamp Tool**
3. The list of stamps will be displayed
4. Click on the desired stamp
5. Indicate on the form where to place the stamp by clicking on the form
6. The image of a stamp will appear

To move a page within a PDF:

1. Click the **Utilities** button on the toolbar and select **Move Pages Tool**
2. To move a page, **click and drag** the page to the desired location

Reorder Pages

To add text to a form:

1. Make sure font is set to Helvetica Bold 9
2. Open a PDF document and click the **Typewriter** tool button on the toolbar to go to typewriter view
3. Click on the form and begin typing
4. Click the selected typed text again to add, modify, or move text
5. When finished, click the Back to Viewer button on the toolbar and save your PDF document

To send via RightFax:

1. Click **File, Print**
2. Select the **RightFax printer** and click **Ok**
3. Complete the following in the specific tab:
 - Main- Add physician's info. Verify fine mode, use cover sheet, and create PDF image is checked
 - Cover Sheet Notes- can add a personalized note
 - Attachments- attachments can be added
 - More Options- verify/modify sender information
4. Click **Send**

Merging documents from Content Manager while prepping ACIS RX/CMNs:

1. Locate applicable document needed in CM
2. Click on printer icon, change printer to CutePDF Writer, press OK
3. Save the document to the desktop EX: ABC123_BR0135
4. Locate the RX that needs to be prepped and click on the Merge PDF's tab
5. Click on the document saved from CM
6. To Insert Pages press OK
7. Delete the document you saved to the desk top from CM.

Typewriter

RightFax

Merging Documents



CutePDF



To set up the branch/Incomplete RX CMN folder shortcut:

1. *Open Internet Explorer
2. *In the address bar type: \\PDF\PDF and press Enter
3. A folder will appear containing multiple sub folders
4. Next locate your branch folder. Once "printed" from ACIS to Red Titan, the resulting PDF file can be picked up in \\PDF\PDF\PDnnnn01, where nnnn is the 4 digit branch number
5. Double click on the branch sub folder
6. *On the address bar, to the left of the address is a folder icon. Drag this icon off of the Address bar, and drop it the desktop
7. The branch folder is now a shortcut on the desktop

Repeat this process using this link to set up the incomplete RX CMN file: <\\Pdf\ECMImport\RTPatientDocs\Billing\INCOMPLETE RX CMN>

To set up the stamps folder shortcut

1. Go to Start Menu; locate Run
2. Type in **c:\Program Files\Acro Software**
3. Right click on the Stamps folder and Send To Desktop (create shortcut)

To save the RX:

1. Click on **File, Save As**
2. Click on Desktop and locate the Incomplete RX/CMN folder.
3. **Do not change the name of the file.**
4. Click **Save.**

Saving a special form: include the patient ID (ex: ABC123) a dash or underscore and the BR and CPU # (ex: 0202) to save as **ABC123_BR0202** and save in the same folder

To set up RightFax FaxUtility:

1. Go to the **Start Menu**
2. Locate **RightFax FaxUtility**
3. Click the **Tools** option on the toolbar and select **Options**
4. Verify the following in the specific tabs indicated:
Sending tab - verify Fine Mode and Use Cover Sheet is check marked. Click on the drop down under Cover Sheet and select ApriaBR.pcl.
User Information - Fill out the following information: Name, fax, voice number, company name, city/state, general fax (street address), and general voice (city and state).
5. Click **OK**

To fax special forms and special cover letters at one time:

1. Pull the special cover letter from PPI and save it to your DESKTOP

Instructions for saving the special form as a PDF:

1. Go up to file, Save As and clicked on PDF
2. Change the file name to PT ID-BRCPU
3. Press Publish
4. Go to the DESKTOP
5. Pull up the special RX form through CutePDF Pro
6. Click on the Merge Tab
7. Locate/open the special cover letter from the desktop
8. The special cover letter is now attached