Instructions for Sending Confirming Letters via Fax to Health Care Providers:

The fax machine should be set to:

1) Print transmission data on an individual setting, not every 20 or so.

2) Each print should include a copy of the letter (either full size or reduced), and at the top all the data.

3) The data should included: date, time, number called, time taken to transmit, and result: either OK, NG (for no good) or Error.