

Missed Photographs Fax

Purpose: Notify the Fundus Photograph Reading Center of photographs that were missed.
When: At all missed visits and when photographs are not taken during a regular visit.
By whom: Clinic coordinator or photographer.
Instructions: Fax to the FPRC within 72 hours after the close of the time window.

A. Transmission information

1. To: FPRC
Fax number: 608-410-0566
Attention: Greg Guilfoil
2. From: Sent by (*print name*): _____
Telephone #: _____
SOCA Clinic: _____

B. Clinic, patient and visit identification

3. Clinic ID code: _____
4. Patient ID#: _____
5. Patient name code: _____
6. Visit ID code: _____
7. Date of visit: ____ - ____ - ____
 day month year

C. Missed photograph information

8. Photographs missed: RE () LE ()

D. FPRC use

9. Date received: ____ - ____ - ____
 day month year
10. Received by whom: _____
11. Action taken: _____