

# **Fax Cover Sheet**

(Hot Sheet)

CF/H-18 Revised 1/11

(mandatory)

The Fax Cover Sheet is used to request medical information specifically from a physician's office.

The Health Staff will complete the heading to include date, name of clinic/doctor fax is being sent, fax number of doctor/clinic, and subject of fax. The staff will also write their name/title and the fax number that the return documentation is to be sent.

Finally, the Health Staff will indicate the needed information for the child's health file, by marking the appropriate box or handwriting the need in the "Other" box and sign the bottom and fax request to the doctor.

The cover sheet will be kept in the child's health file to document attempts by staff to request health information.