

# COVERSHEETS FOR LANESFTP



Fax coversheets play a critical role in ensuring that faxes are delivered with clarity, context, and compliance. For instance, Lane's coversheet feature for LaneSFTP enhances the file-to-fax process by allowing organizations to customize and automate cover sheets based on filename conventions. Whether you're faxing critical documents, lab results, referrals, or reports, this feature streamlines communication and supports tailored, professional interactions between your organizations and groups you serve.

## How Organizations Are Using Coversheets with Lane

- Adding contact information such as department names, direct phone numbers, and secure reply instructions
- Including custom branding elements like logos, taglines, and color schemes
- Displaying confidentiality disclaimers or HIPAA compliance statements
- Pre-filling sender or requestor information to improve clarity and routing
- Tailoring cover sheets by location, provider, or document type to support multi-site operations

## Start Using Coversheets

Ready to modernize your faxing workflow with custom coversheets? Contact Lane to learn how you can implement coversheets with LaneSFTP and improve your document delivery process today.

## Benefits of Lane Fax Coversheets

- Automatically attach personalized cover sheets based on naming conventions
- Customize coversheets for specific customers, patients or departments
- Maintain professionalism and compliance with every transmission
- Eliminate manual steps in the faxing process for greater efficiency
- Choose to send faxes with or without a coversheet based on your workflow
- Seamlessly integrate with etherFAX, Xifin, and other SFTP-compatible platforms
- Supports automatic polling every five minutes for prompt delivery