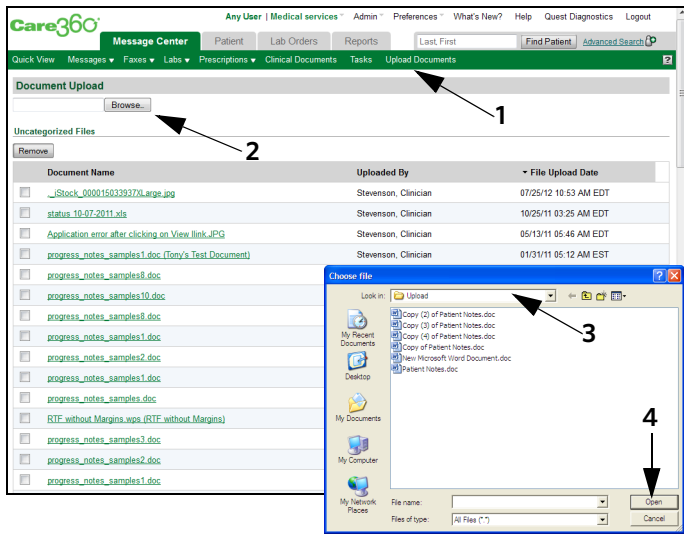


# Care360® EHR 2013.2 Document Uploading

Care360 EHR accepts documents or files uploaded from your computer. Uploaded documents provide a more comprehensive view of a patient's health information. Once a document is uploaded, you can assign it to a patient or multiple patients. Examples of uploaded documents include: results that were not received electronically, medical records from another provider, scanned images, and referral letters/information.

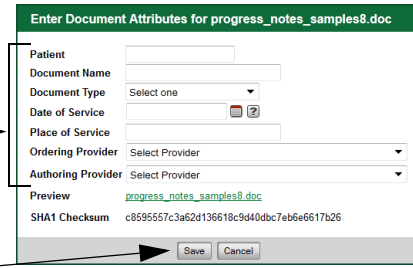
### Upload a Document



- From the *Message Center* tab, click *Upload Documents*.
- Click *Browse*.
- Browse to the location of the file you want to upload.
- Select a file 5Mb in size or smaller and click *Open*.
- Click *Upload Document(s)*.  
You can check the status of your uploads in the status list. Successful uploads display *Success* next to the name of the file.
- Repeat steps 2 through 5 as needed.

### View the Uncategorized Files List

- From the *Message Center* tab, click *Upload Documents*.  
Non-indexed files that are not associated with a patient appear in the *Uncategorized Files* list with the following information:
  - Document Name.** The name of the document.
  - Uploaded By.** The user who uploaded the document.
  - File Upload Date.** The date the file was uploaded.
- To preview an uploaded file, do the following:
  - Click the document name link in the *Uncategorized Files* list.
  - In the *Enter Document Attributes* dialog box *Preview* area, click the document name link.
  - In the *File Download* dialog box, click *Open*.
- To remove one or more documents in the list, select the check box next to each document you want to delete, and then click *Remove*. When prompted, click *OK*.



- From the *Message Center* tab, click *Upload Documents*.
- Select a document in the *Uncategorized Files* list.
- In the *Enter Document Attributes* dialog box, type or select attributes for the document as needed.
- Click *Save* to save the document attributes.
- Repeat steps 2 through 4 for every uploaded document to which you want to assign attributes.

**Note:** Once a document is assigned to a patient, it is no longer viewable in the *Uncategorized Files* list; however, all uploaded documents assigned to a patient can be viewed from the patient's summary in the *Patient Uploaded Documents* list.

### View Uploaded Documents from a Patient Summary

- In the patient search bar, located at the top right-hand side of any page in *Labs & Meds*, type the patient name (in *Last, First* format), then click *Find Patient*.
- Click the name of the patient from the list of search results.
- From the menu items at the top of a patient summary, click *Documents > Uploaded Documents*.  
**Note:** Uploaded documents of a specific document type can be viewed from additional locations in the patient's summary. For example lab results can be viewed from the *Recent Requisitions* section, and clinical notes can be viewed from the *Clinical Notes* section.
- Do one of the following:
  - To preview an uploaded document, click the document name link in the list of uploaded documents.
  - To view all the attributes for the uploaded document, place the pointer over in the *Document Name* column.

For help, contact the Help Desk at 1-800-697-9302.