



How to Upload a Document

EpicCare Link User

EpicCare Link allows referring clinics to upload documents to a patient's chart, such as Advance Directives, Lab results and notes. **Note:** HIM reviews documents, and if approved, attaches it to the HSHS patient record.



Uploading a Document

1. Click on **Select a Patient** or **Pt. Lists** Activity



2. Opens **Clinical Review** Activity
3. Select the **Upload Document** Activity
4. Select **Patient** or **Search**

PATIENT NAME	MRN	DOB	Sex	Street Address
AMB BEACON, OP INFUSION	55662626	6/6/1964	F	1298 BEA...
AMBULATORY, ANGELA	55666317	5/17/1978	F	111 Main
AMBULATORY, PT PERSON	55665029	11/17/1965	F	1212 PT V...
CLINDDOC, POLLY PAINT TWO	55661694	2/3/1945	F	34 mont a...
CLINDDOC, AMY	55663680	8/5/1983	F	

5. Upload a Document Activity opens

6. Complete all  Required Item


7. Add file from directory location


Upload a Document


Select a document to upload, enter a description, and click **Upload**. The document will go through a verification process before it is attached to the patient record.

Upload a Document

Patient: Ambbeacon, Op Infusion

 Description:


 Message for reviewer:

 Uploaded document:

10.0 MB total allowed
Allowed file types: JPEG, PDF, DOC, TIFF, TIF, JPG

Priority

High
 Routine
 Low

 Required Item

8. Click **Upload**