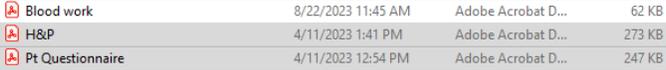


## Document Splitting

### Quick Reference Guide

Attach a group of documents and split them within the upload process.

Add group of documents	
<p><b>1. Open the Attach Document window</b></p>	<ul style="list-style-type: none"> <li>On the <b>Case Details</b> screen, click the <b>paperclip/plus</b> sign in the patient header or click the <b>Attachments</b> hyperlink</li> </ul> 
<p><b>2. Upload</b></p>	<ul style="list-style-type: none"> <li>Select <b>Upload</b> from a file on the computer.</li> </ul> <div style="border: 1px solid green; padding: 5px;">  <b>This method is only available for Microsoft Windows. Apple Macintosh computers cannot split documents.</b> </div>
<p><b>3. Attach Documents</b></p>	<ul style="list-style-type: none"> <li>Click <b>Browse</b></li> <li>Navigate to the computer's files to find the desired documents and select multiple documents holding the shift or ctrl key on the keyboard</li> </ul>  <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">         Name: "Pt Questionnaire" "H&amp;P" <span style="float: right;">Supported files (*.*)</span>  <span style="float: right;">Open</span> </div> <div style="border: 1px solid green; padding: 5px; margin-top: 5px;">  <b>Only PDF, BMP, JPEG, JPG, PNG, and GIF files can be uploaded</b> </div>
<p><b>4. Edit (if necessary)</b></p>	<ul style="list-style-type: none"> <li>If necessary, edit the document by expanding the <b>Edit Uploaded Documents</b> area. Several options are available</li> </ul> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <div style="background-color: #00728f; color: white; padding: 5px; border-radius: 5px;"> <span style="font-size: 1.2em;">☰</span> Edit Uploaded Documents         </div> <p style="font-size: 0.8em; margin-top: 5px;">Select options below to edit images as required.</p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 5px;"> <div style="text-align: center;">               Rotate Right         </div> <div style="text-align: center;">               Rotate Left         </div> <div style="text-align: center;">               Rotate 180°         </div> <div style="text-align: center;">               Crop         </div> <div style="text-align: center;">               Delete Page         </div> <div style="text-align: center;">               Delete All         </div> </div> </div>

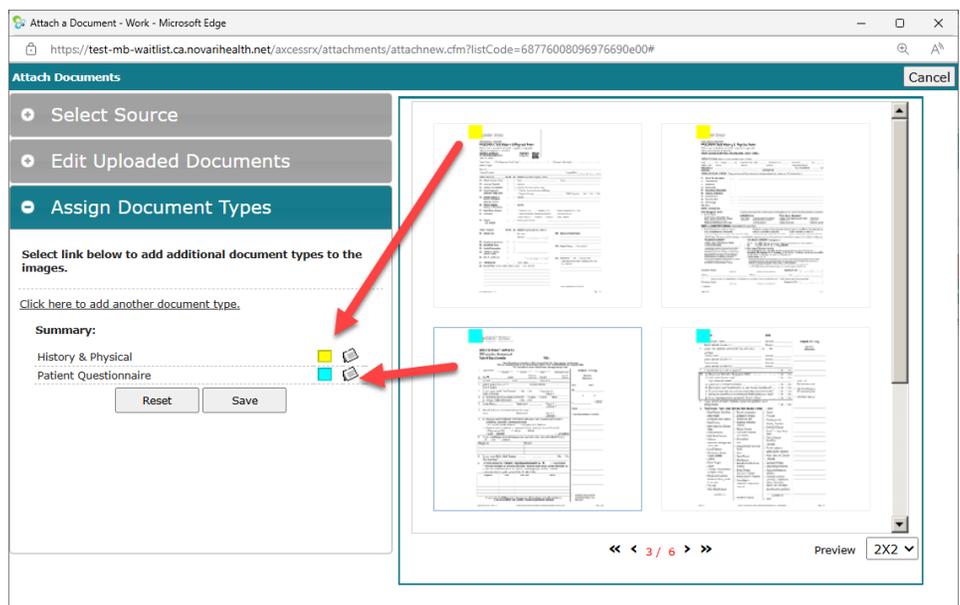
## Document Splitting

### Quick Reference Guide

#### Add group of documents

- Select the **document type** for the first document in the group. All pages in the preview window will now have a corresponding coloured square on each page.
- Click the hyperlink **Click here to add another document type** and select the second document type from the dropdown list.
- Click on the first page of the second document in the preview window and the coloured square will change for that page and on.
- Repeat adding more document types as needed.
- Click **Save**

#### 5. Assign Document Types



Attach a Document - Work - Microsoft Edge

https://test-mb-waitlist.ca.novarihealth.net/accessrx/attachments/attachnew.cfm?listCode=68776008096976690e00#

Attach Documents Cancel

- Select Source
- Edit Uploaded Documents
- Assign Document Types**

Select link below to add additional document types to the images.

[Click here to add another document type.](#)

Summary:

- History & Physical
- Patient Questionnaire

Reset Save

Preview 2X2