


Uploading Images & PDF documents to a chart (NEW CITRIX)



As an alternative to imbedding an image into an encounter note the image can be uploaded as a single document. This can also be done with PDF documents.

✿ **IMPORTANT-** The image must be previously saved on your local computer prior to importing the image into an encounter note when accessing the EMR via Citrix.

Please ensure there is consent on file to capture an image when uploading images the site has taken of the patient

1. Open the Patient Virtual Chart.
2. Select the  symbol to access the Upload Documents window



3. Within the Upload Documents window select the Green Plus symbol   to search for the applicable image to upload.

4. The File Chooser window will open, select the (R:) drive 

5. Double click to open the 'Users' folder

6. Locate the folder containing *your initials* & double click

7. Double click on your user name

8. Single click on the document to be imported.

The file name will be displayed at the bottom of the window.

9. **Select** Open

10. The document file name will appear in the Documents to be Upload area.

11. All uploaded images must be sent to a provider for review.
The document details should be populated accordingly;

12. If appropriate, select the 'Send to Provider Inbox' and select the appropriate provider to review the document

13. Select 'Delete Original Files after Upload' as this will delete the document from your desktop once the file is uploaded to the chart

14. **Select** OK – The image will be both accessible within the patient's virtual chart and be forwarded to the provider for review.

