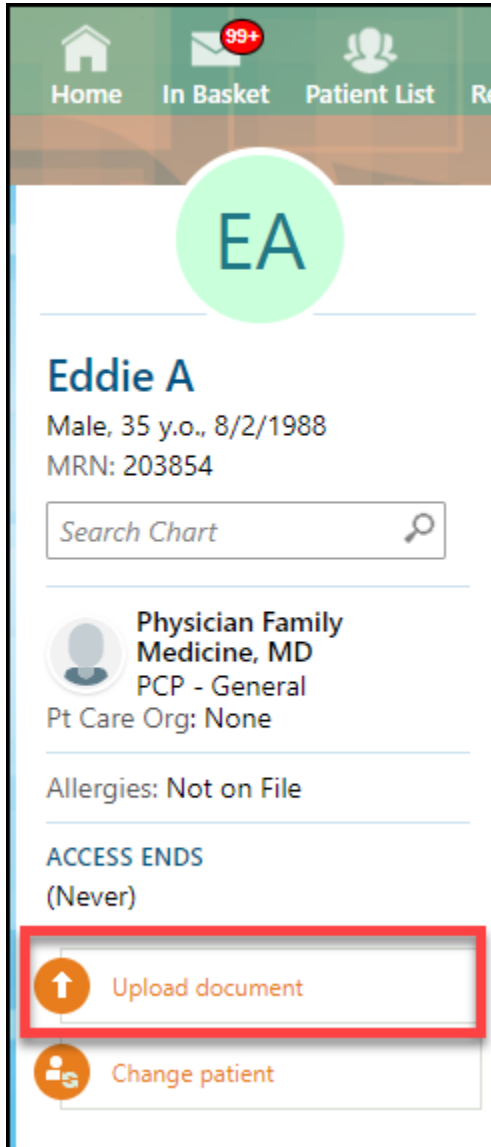


EpicCare Link: Uploading Documents

Try It Out

1. With the desired patient's chart open, click the **Upload Document** button from the Patient Storyboard.



The screenshot shows the EpicCare Link Patient Storyboard for a patient named Eddie A. The top navigation bar includes Home, In Basket (with a 39+ notification), Patient List, and Recent. The patient's name, gender, age, date of birth, and MRN are displayed. Below this is a search bar and a section for the physician, Physician Family Medicine, MD, PCP - General. The 'Allergies: Not on File' section is also visible. At the bottom, the 'ACCESS ENDS (Never)' section is shown. The 'Upload document' button, which features an upward arrow icon, is highlighted with a red rectangle. Below it is the 'Change patient' button with a person icon.

2. Fill in the document details as appropriate.
 - Document Type: **Outside Facility Records**
 - Description: **Free text a description**
3. After all details have been filled out, click **Attach to Patient's Chart**.

Additional Details

- Use this process to upload documents, including H&P's. There is not an H&P document type available through EpicCare Link, so using "Outside Facility Record" is the recommended type.
- Designated staff at United Regional are able to identify documents that come through EpicCare Link, update the document types, and associate to the appropriate encounters.