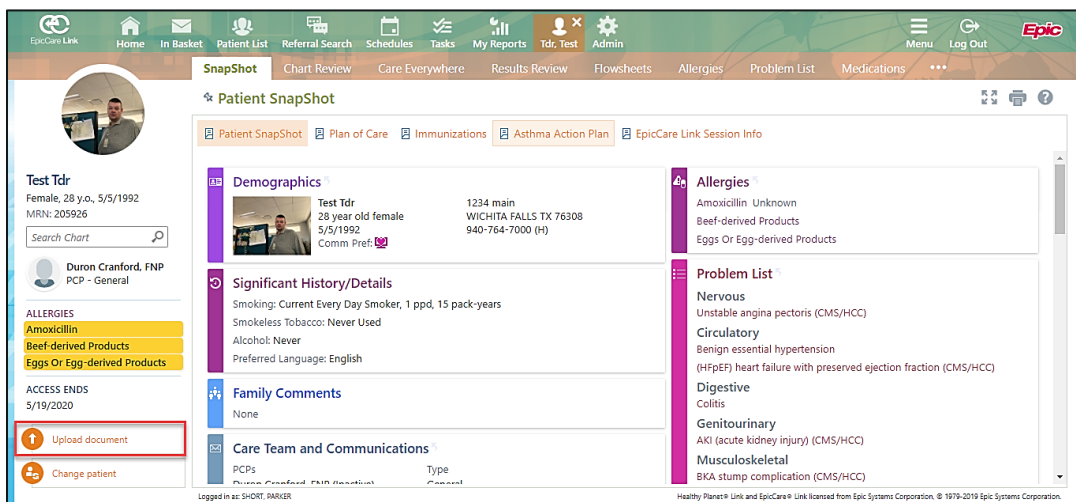


Uploading Documents in EpicCare Link

This tipsheet describes the workflow to be used when uploading documents into a patient's chart in EpicCare Link. Once a document is uploaded, it will be sent to an administrator at United Regional for verification before it is added to the chart.

Try It Out

1. Open the desired patient's chart and click **Upload Document** on the left side of the screen.



2. Once the Upload Document window opens, click **Add Files** where you will select the document to upload. After selecting the document, click **Attach to Patient's Chart**.
 - a. Any files that you add must be smaller than the maximum allowed file size and be of an appropriate file type.
 - i. Maximum file size is listed below the Add Files button.
 - ii. Appropriate file types are found by hovering over the info icon (lowercase i in circle) towards the right of the window.

