

Target Audience: EpicCare Link Users

EpicCare Link: Uploading Files to the Patient Chart

You can attach a file to the patient's chart, such as an electronic copy of exam notes.

1. Drag and drop a file from your computer into the section below the patient's photo on the left side of the screen. Alternatively, click **Upload document** on the left side of the screen to open a window where you can drag and drop the file.
 - If you do not want to drag and drop a file from your computer, click **Add file** to browse for the file on your computer and select it.
 - Any files that you add must be smaller than the maximum allowed file size and be of an appropriate type.
 - The maximum allowed file size appears in a message below the **Add file** button.
 - To see which types of files you can add, hover over ⓘ.
2. Select a document type for the file, such as a study attachment.
3. Enter a description of the file.
4. If you want to remove a file that you selected, click ✕.
5. If the Message for reviewer section appears, enter a message for the administrator who reviews files.
6. Click **Attach To Patient's Chart**.



Providers: You will not receive an alert when a document has been uploaded to the patient's health record.