


Uploading Files to Patient Charts

Upload a file

You can attach a file to the patient's chart, such as an electronic copy of exam notes. The file is sent to an administrator at Trinity Health TogetherCare who verifies it before it's added to the chart

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 don't 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. Enter a description of the file.

3. If you want to remove a file that you selected, click .

4. If the Message for reviewer section appears, enter a message for the administrator who review files.

5. Click Submit for Review/ Attach to Patient's Chart

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