

# Upload file to patient record

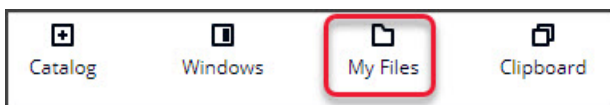
Last Modified on 21/11/2024 9:26 am AEDT

Upload a patient's file from your local workstation to Zedmed Cloud, then attach the file to that patient's clinical record under Incoming Documents.

The Incoming Documents destination supports PDF, DOC and RTF file types.

To upload a patient file:

1. Select the **My Files** icon on the Zedmed Cloud menu.

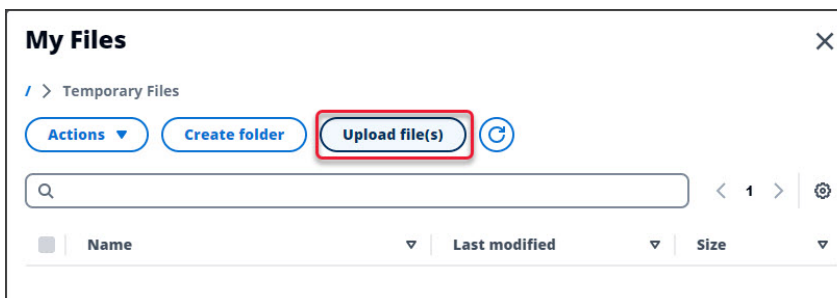


The **My Files** screen will open and show 3 folders.

2. Select the **Temporary Files** folder.



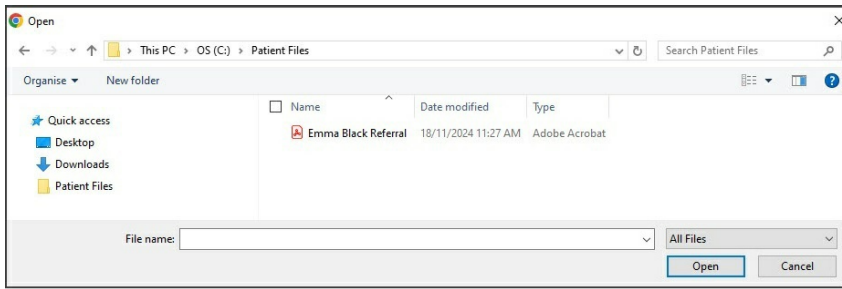
3. Select **Upload Files**.



4. On your local PC, browse to the file you want to upload.

5. Select and upload the file

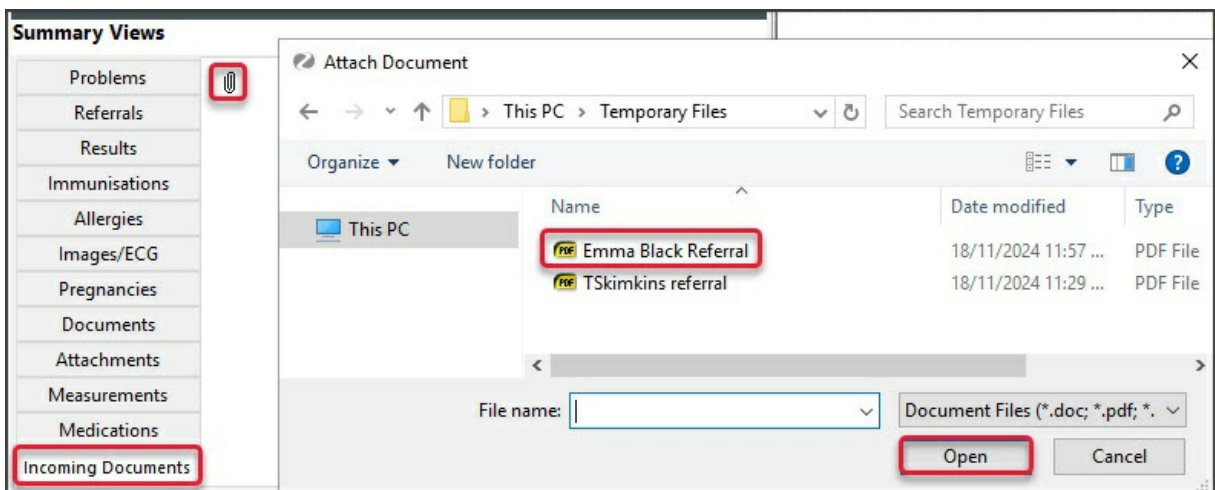
The file will appear in the **Temporary Files** cloud folder.



6. Open the patient's record in Zedmed **Clinical**.
7. Select the **Incoming Documents** tab under **Summary Views**.
8. Select the paperclip icon.

The Windows Explorer screen will open.

9. Select **This PC** on the right.
10. Open the **Temporary Files** folder.
11. Select and **Open** the file.



The **Document Details** screen will open (see below)

12. For the **Description**, change the file name to display **Referral UAT, John dd/mm/yy**.
13. Select the **Incoming Document** radio button.
14. Select the **OK** button.

The other selections are based on the specific circumstances.

Image ✕

**Document Details**

Description

Document Date Time

Link with Doctor

User Name	Doctor Code
<input type="checkbox"/> EASON, Dr AUGUSTUS	AE
<input type="checkbox"/> FERNANDEZ, DANUTA	DF
<input type="checkbox"/> JACKSON, Dr GAYE	GJ
<input type="checkbox"/> Herman, Grace	GH1
<input type="checkbox"/> Howell, Dr Grenville	GH
<input type="checkbox"/> HERNANDEZ, LYDIA	LH
<input type="checkbox"/> Phillip, Dr Davis	PD

Save As:  Result  Incoming Document  
 Doctor has already seen this - Mark as Complete

The file is now in the patient's **Incoming Documents** tab.

**Summary Views**

Problems Sort By

Referrals 📌

Results 📌

Immunisations

Allergies

Images/ECG

Pregnancies

Documents

Attachments

Measurements

Medications

**Incoming Documents**

📌 18/11/2024 [Black, Emma 13/12/82](#)