

## Upload file to patient record

Last Modified on 12/12/2024 11:51 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.

This folder shows files uploaded in your current cloud session.

My Files ©				×
٩			< 1 >	0
Name	▼ Last modified	⊽ Size		▽
C Zedmed Scans Folder	26/02/2024, 9:32 am	-		
C Temporary Files	26/02/2024, 10:11 am	1		
C Home Folder	26/02/2024, 9:31 am			

3. Select Upload Files.

My Files			×
/ > Temporary Files			
Actions  Create fol	der Upload file(s) C		
٩		< 1 >	0
Name	▼ Last modified		~

- 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 File**s cloud folder.

				-	-	-	
Organise 🔻 New folder				8	•		0
10:1	Name	Date modified	Туре				
Quick access     Desktop     Downloads     Patient Files	🔒 Emma Black Referral	18/11/2024 11:27 AM	Adobe Acrobat				
Patient Files							

- 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.

Summary views				10 00	V
Problems 🚺	Attach Document				×
Referrals	← → × ↑ 📙 > This	PC > Temporary Files	ע ט Sea	rch Temporary Files	P
Results	Organize 💌 New folder			8== 🗸 🗸	
Immunisations		^		U L	
Allergies	This PC	Name		Date modified	Туре
Images/ECG		🚾 Emma Black Referral		18/11/2024 11:57	PDF File
Pregnancies		TSkimkins referral		18/11/2024 11:29	PDF File
Documents					
Attachments		<			,
Measurements	File par	mer I	Do	cument Filer (* deci * n	df. *
Medications	The Ha		· • •	cument nes ( .uoc, .p	ui, . •
Incoming Documents				Open Ca	ncel

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.

Document Details	
Description	
Black, Emma 13/12/82	
Document Date Time	
18/11/2024 11:	59 AM 😫
Link with Doctor	
User Name	Doctor Code
EASON, Dr AUGUSTUS	AE
FERNANDEZ, DANUTA	DF
JACKSON, Dr GAYE	GJ
Herman, Grace	GH1
Howell, Dr Grenville	GH
HERNANDEZ, LYDIA	LH
Phillip Dr Davis	PD

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

Problems	Û	9	Sort By	Date	
Referrals	<b>O</b> 1	8/11/2024 Black, Emm	na 13/1	2/82	
Results					
Immunisations					
Allergies					
Images/ECG					
Pregnancies					
Documents					
Attachments					
Measurements					
Medications					