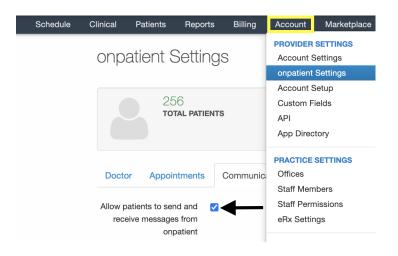
Adding an Attachment from an OnPatient Message

07/08/2024 7:25 pm EDT

Through OnPatient's messaging feature patients can not only communicate with their providers, but they can also send files as attachments that can be added to a patient's chart under documents.

Before patients can send you messages, you must allow patients to do so.

• Go to Account > OnPatient Settings and select the Communication tab. Check the box to allow patients to send messages and update the settings to save.



1. After logging in to OnPatient, select Messages and click Send Message.

onpatient	Appointments	Doctors	Billing	Messages 1	Documents	Health Profile	Laurie Sample	۲
Messaging							Send Mess	sage

2. Next, enter a subject and message. 1 file can be attached per message by dragging and dropping it to the attachment section or clicking in the section to select the file from your computer. Click **Send Message** when finished.

© onpatient	Appointments Doctors Billing Messages 1 Documents Health Profile	Laurie Sample	۲
Messaging			
Inbox 1	Warning! If this is an emergency, please dial 911 or seek immediate medical attention.		
Starred	Recipient		
Sent	Dr. James Smith		\sim
Archived	Subject		
Archived	Attached Files		
	Message		
	Hi Dr. Smith,		
	Here are the lab results.		
	Thank you,		
	Laurie Sample		
			11
	Attachment		
	3.1 KB		
	Sample Lab		
	Remove file		
		Send Messag	е

3. The message will be in your message center (. .

Scl	Schedule Clinical Patients Reports Billing Account Help ≵ 🗙										Search	Search									
0	Jul		•	2020	~	0	+ Event	🗂 Today 🛛 🕄	Refresh	🖶 Print Appts			€ J	ul 19 2020 - Jul 25	*			Daily Exam Roc	ims	Doctor	Month
Su	Мо	ти	We	Th	Fr	Sa		Sun 7/19	×	Mon 7/20	х	Tue 7/21	х	Wed 7/22	х	Thu 7/23	ж	Fri 7/24	ж	Sat 7/25	×
28	29	30	1	2	3	4															
5	6	7	8	9	10	11															
12	13	14	15	16	17	18	9:00am							9:00 - 10:00 am Jenny (Jen) Harris: F		9:00 - 9:30 am Jenny (Jen) Harris: Pr		9:00 - 9:45 am Amanda Jones: Prim		9:00 - 10:15 am Evan James: Prim	E\ hary Office

4. Click on the message to open it.

Incoming Messages ?										
Mark as Read Mark as Unread Show Archived Search Messages										
From		From	Title	Associated pa	Associated patient Assigned to		Workflow	Created	▼ Updated	
	습	Laurie Sample	Attached Files	Laurie Sample	Dr. James Smi	th Dr. James Smith		Feb. 22, 2022, 8:27 a.m.	Feb. 22, 2022, 8:28 a.m.	

5. Click Save Attachment to Chart.

Back to Messages Mark as Unread Archive Message Reply		< >	Search Messages	Q	
& Attached Files	Assign to	Dr. James Smith	✓ Assign	Manage task	
From: Laurie Sample			Tuesday, February	22, 2022 8:27 AM	
View associated patient Laurie Sample Asve Attachment to Laurie Sample's Chart					
Notes					
+ Add					
Hi Dr. Smith,					
Here are the lab results and					
Thank you,					
Laurie Sample					
Sample Lab.pdf (0)					

6. Enter a description and any tags. Click **Save to Patient Chart**.

Save Attachment to Patient Chart								
Laurie Sample		* Q						
	Chart ID: DOB: Age: Phone: Email:							
Description:								
Lab Results from Patient		optional						
Tags: onpatient, labs		comma separated						
	_	Save to Patient Cha	rt					

7. The attachment can be found in the **Documents** section of the chart.

+ Add new patient											
+ Add new patient	_	Laurie Sample (Female 31 years old Dec. 8, 1990)							S/	AJA00	00
Demographics		Phone: Email: Date Added: Jan. 4, 2022 Address: 328 Gibraitar Dr Last Scheduled Appt: Mon Jan 31, 2022									
Appointments			Address: 328 Gibraitar Dr Sunnyvale , CA			Next Scheduled App					
Clinical Dashboard			CDS: Adult Immunize	tion Schedule Age: 27-49							
Documents	€ onpatier	nt access enabled	New Referral Fax Demographi	cs Print Demographics				Vitals + Sched	ule New App	pointme	nt
Eligibility	Lipload imag	es scanned paper	documents, or PDFs download	ad from other electronic n	adical records						
Tasks	6	es, scallieu papel	documenta, or PDFa download		ledical lecolds.						
Problem List	Uploaded De	ocuments Locked	Clinical Notes Signed Consent	Forms Outbound Referrals	a Lab Results Amendr	nents 1					
Medication List	0										
Send eRx	Add new o	documents for t	his patient					Select Files to Upload	C Syncin	ng with	XOC
Allergy List	IKDA										
Drug Interactions	6				Drop files anywhere onto	this page					_
CQMs									Upli	oad Fil	s
Intake Data		_									
Lab Orders	Document										
Immunizations	labs x1 fax x	1 free draw embed x13	3 free draw x1 onpatient x1 docum	nent x1 All Documents							
Growth Charts	Uploaded	Documents									
onpatient Access			B and all an			11-1	• estimate				
Education Resources	d b	Date 02/22/2022	Description Lab Results from Patient	Additional URL	Document Tags	Uploaded on 02/22/2022	Actions	Send to onpatient	Fax + Tas	k 🖉	×
Communication	dī 6	01/21/2022	Free Hand Drawing		free draw	01/21/2022		Send to onpatient			×
Family History	đip	01/11/2022	TEST			01/11/2022		Send to onpatient	Fax + Tas	k 🖌	×