

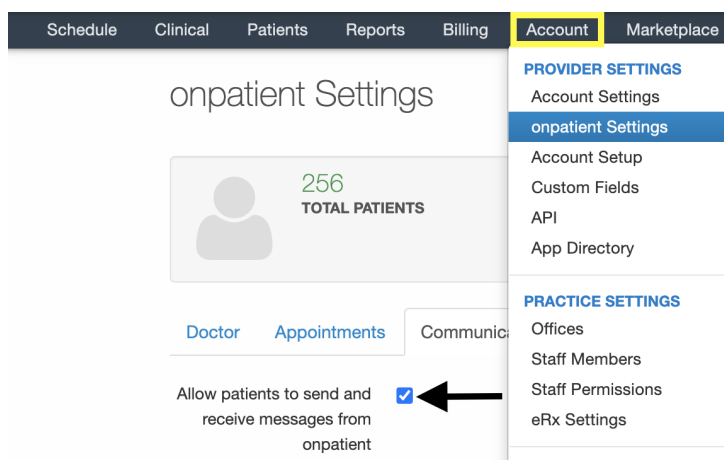
Adding an Attachment from an OnPatient Message

07/08/2024 7:25 pm EDT

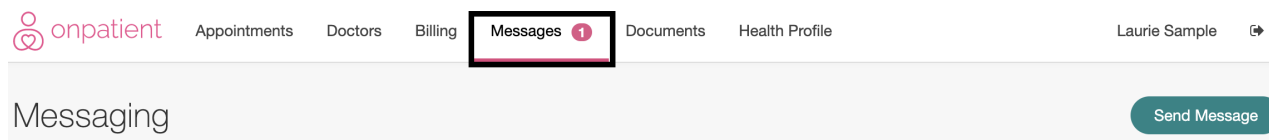
Through OnPatient's messaging feature patients can not only communicate with their providers, but they can also send files as attachments that can be added to a patient's chart under documents.

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**.



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.

Messaging

- Inbox 1
- Starred
- Sent
- Archived

Warning! If this is an emergency, please dial 911 or seek immediate medical attention.

Recipient

Subject

Message

Hi Dr. Smith,

Here are the lab results.

Thank you,

Laurie Sample

Attachment

3.1 KB

Sample Lab....

[Remove file](#)

Send Message

3. The message will be in your message center (



).

Schedule Clinical Patients Reports Billing Account Help

Jul 2020
Event Today Refresh Print Appts

Jul 19 2020 - Jul 25

Daily Exam Rooms Doctor Monthly

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |

4. Click on the message to open it.

Incoming Messages ?

Fax number: +1 (301) 850-2018

Mark as Read Mark as Unread Show Archived
NEXT >

| <input type="checkbox"/> | From | Title | Associated patient | Assigned to | Assigned by | Workflow | Created | Updated |
|--------------------------|---------------|----------------|--------------------|-----------------|-----------------|----------|--------------------------|--------------------------|
| <input type="checkbox"/> | Laurie Sample | Attached Files | Laurie Sample | Dr. James Smith | 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](#)

Attached Files Assign to Dr. James Smith

From: Laurie Sample **Tuesday, February 22, 2022 8:27 AM**

[View associated patient Laurie Sample](#) | [Save Attachment to Laurie Sample's Chart](#) | [Audit Log](#)
★

Notes

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

Chart ID: SAJA000001
DOB: 12/08/1990
Age: 31
Phone:
Email:

Description:

optional

Tags:

comma separated

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

- [+ Add new patient](#)
- [Demographics](#)
- [Appointments](#)
- [Clinical Dashboard](#)
- [Documents](#)
- [Eligibility](#)
- [Tasks](#) 1
- [Problem List](#) 7
- [Medication List](#) 4
- [Send eRx](#)
- [Allergy List](#) NKDA
- [Drug Interactions](#) 3
- [CQMs](#)
- [Intake Data](#)
- [Lab Orders](#)
- [Immunizations](#)
- [Growth Charts](#)
- [onpatient Access](#)
- [Education Resources](#)
- [Communication](#)
- [Family History](#)

Laurie Sample (Female | 31 years old | Dec. 8, 1990) SAJA000001

Phone: **Email:**
Address: 328 Gibraltar Dr
 Sunnyvale, CA 94089
CDS: [Adult Immunization Schedule Age: 27-49](#)
Date Added: Jan. 4, 2022
Last Scheduled Appt: Mon Jan 31, 2022
Next Scheduled Appt: Fri Feb 11, 2022

Upload images, scanned paper documents, or PDFs downloaded from other electronic medical records.

1

Add new documents for this patient

Drop files anywhere onto this page

Document Tags

Uploaded Documents

| | Date | Description | Additional URL | Document Tags | Uploaded on | Actions |
|--|------------|--------------------------|----------------|----------------|-------------|--|
| | 02/22/2022 | Lab Results from Patient | | onpatient labs | 02/22/2022 | <input type="button" value="Send to onpatient"/> <input type="button" value="Fax"/> <input type="button" value="+ Task"/> <input type="button" value="x"/> |
| | 01/21/2022 | Free Hand Drawing | | free draw | 01/21/2022 | <input type="button" value="Send to onpatient"/> <input type="button" value="Fax"/> <input type="button" value="+ Task"/> <input type="button" value="x"/> |
| | 01/11/2022 | TEST | | | 01/11/2022 | <input type="button" value="Send to onpatient"/> <input type="button" value="Fax"/> <input type="button" value="+ Task"/> <input type="button" value="x"/> |

