

Downloading Patient Documents

07/08/2024 7:55 pm EDT

If you need to export/download a patient's documents, you can do so from their chart.

- Go to a patient's chart and select **Documents** from the menu on the left.

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

Phone: (650) 555-5555 Email: sample@sample.com Date Added: Jan. 4, 2022
Address: 328 Gibraltar Dr Sunnyvale, CA 60005 Last Scheduled Appt: Tue Jul 12, 2022
Next Scheduled Appt: Tue Jul 12, 2022
CDS: Adult Immunization Schedule Age: 27-49

onpatient access enabled New Referral Fax Demographics Print Demographics Vitals Schedule New Appointment

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

Uploaded Documents Locked Clinical Notes Signed Consent Forms Outbound Referrals Lab Results Amendments 1

Add new documents for this patient Select Files to Upload

Drop files anywhere onto this page Upload Files

Document Tags

- Scroll down to the **Uploaded Documents** section. Click on the **Description** to view the document. Depending on your browser and computer, the document will open in another window or tab.

Uploaded Documents Locked Clinical Notes Signed Consent Forms Outbound Referrals Lab Results Amendments 1

Add new documents for this patient Select Files to Upload

Drop files anywhere onto this page Upload Files

Document Tags

fax x2 imported x3 insurance info x2 photo x3 lab x1 xray x2 labs x1 free draw embed x15 imaging x1 onpatient x1 c-cda x3 document x1 referral x1 free draw x2

All Documents

Uploaded Documents

	Date	Description	Additional URL	Document Tags	Uploaded on	Actions
dr	05/05/2022	Freedraw [Clinical Note]		free draw embed	05/05/2022	Send to onpatient Fax + Task Edit Delete
dr	04/29/2022	Xray Photo Example		photo	04/29/2022	Send to onpatient Fax + Task Edit Delete
dr	04/29/2022	Xray		photo	04/29/2022	Send to onpatient Fax + Task Edit Delete
dr	04/28/2022	Incoming Fax			05/13/2022	Send to onpatient Fax + Task Edit Delete
dr	04/18/2022	Laurie Sample - Signed		free draw	04/18/2022	Send to onpatient Fax + Task Edit Delete

- PDF documents can be downloaded by clicking on the arrow icon (



).

Test Facility
Patient: Laurie Sample
Provider: Dr. James Smith
Primary Payer ID: 87726

DOB: 12/08/1990
Visit: 04/29/2022 11:00AM
Secondary Payer ID:

Sex: F
Chart: SAJA000001

Medications & Allergies:

Current Medication & Dosage	Dispense	SIG	PRN?	Indication
Lexapro 20 mg oral tablet	0	1 a day	No	
Phena	1.000	Take as needed	No	
Hydromorphone/Bupivacaine	1.000	1 a day	No	
test	1.000	rest	No	
amoxicillin 500 mg oral tablet	20.000	2 a day for 10 days	No	
amoxicillin 500 mg oral capsule	20.000	2 caps a day for 10 days. Effective 6/9/2018	No	
cyclobenzaprine 10 mg oral tablet	30.000	Take 1 tab as needed	No	
Alpha Lipoic 300 mg oral tablet	30.000	1 tab 1x a day	No	

Allergy	Reaction
No Known Drug Allergies (NKDA)	

Subjective:
 History of present illness: Laurie Sample is a 31 years year old female Social History: Laurie Sample responded well to the injectable treatment on 04/29/2022 11:00AM
 General [-]: no significant weight change, no weakness, no fatigue, no fever
 Skin [-]: no rash, no lumps, no sores, no itching, no dryness, no color change, no changes in hair or nails
 HEENT [-]: no headache, no head injury, no dizziness, no lightheadedness, no vision changes, no hearing problems, no tearing, no tinnitus, no vertigo, no earaches, no nasal stuffiness, no nasal discharge, no nosebleeds, no sinus trouble, no dry mouth, no hoarseness

- You will then need to name and save the document to your device.

Save As:

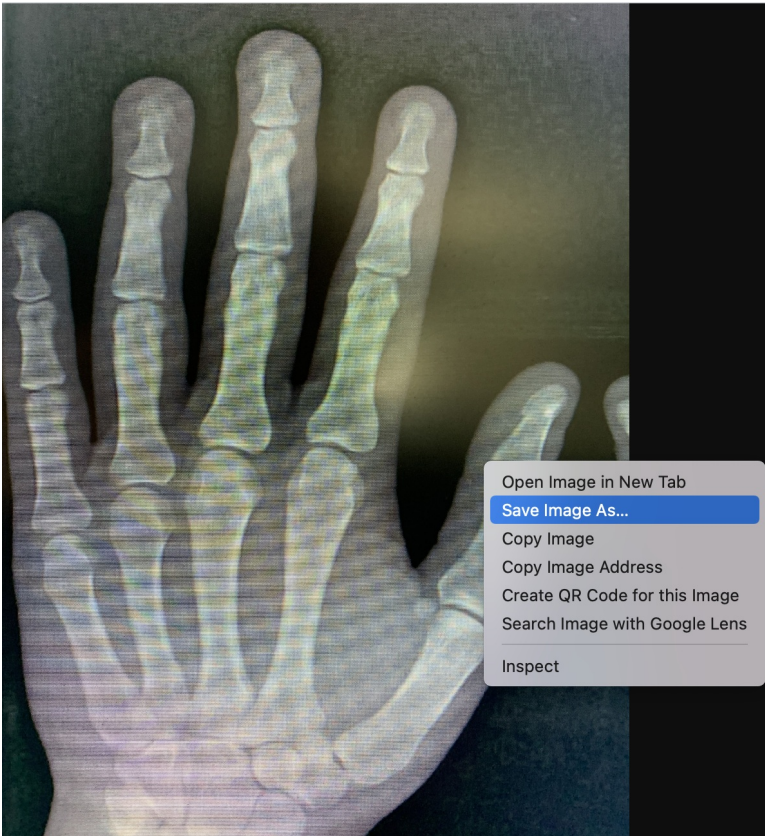
Tags:

< > [Grid Icon] [List Icon] Patient Documents [Up Arrow] [Down Arrow] Search

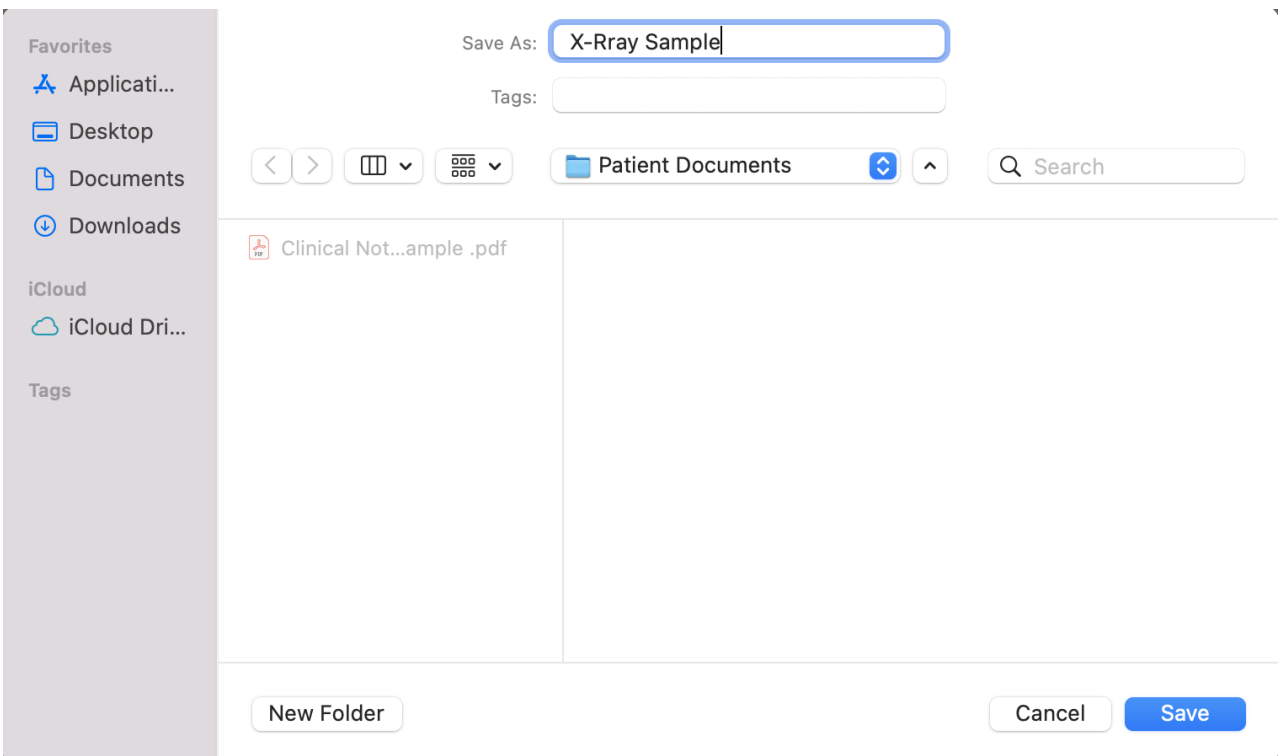
Patient Documents >

New Folder Cancel Save

- For images, like clinical photos taken with the iPad, need to be right-clicked and saved.



- Name and save the file depending on your browser and computer settings.



- If you need to download Locked Clinical Notes, Signed Consent Forms, Outbound Referrals, Lab Results, or Amendments, click on the tab, view the document, and download.

[Uploaded Documents](#)

Locked Clinical Notes

[Signed Consent Forms](#)

[Outbound Referrals](#)

[Lab Results](#)

[Amendments](#) 1

Locked Clinical Notes

Date of Service	Reason	Locked by	Locked On	Actions
04/29/2022		Dr. James Smith	05/10/2022	Fax Send to onpatient View Notes

[Uploaded Documents](#)

[Locked Clinical Notes](#)

Signed Consent Forms

[Outbound Referrals](#)

[Lab Results](#)

[Amendments](#) 1

Signed Consent Forms

Consent Form	Date of Appointment	Date of Signature	Actions
HIPAA Data Use Agreement	Jun 16, 2022 8 a.m.	Jun 15, 2022 11:07 a.m.	Fax Consent Form Fax Signature Send to onpatient