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.

- 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.

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

).

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

- For images, like clinical photos taken with the iPad, need to be right-clicked and saved.
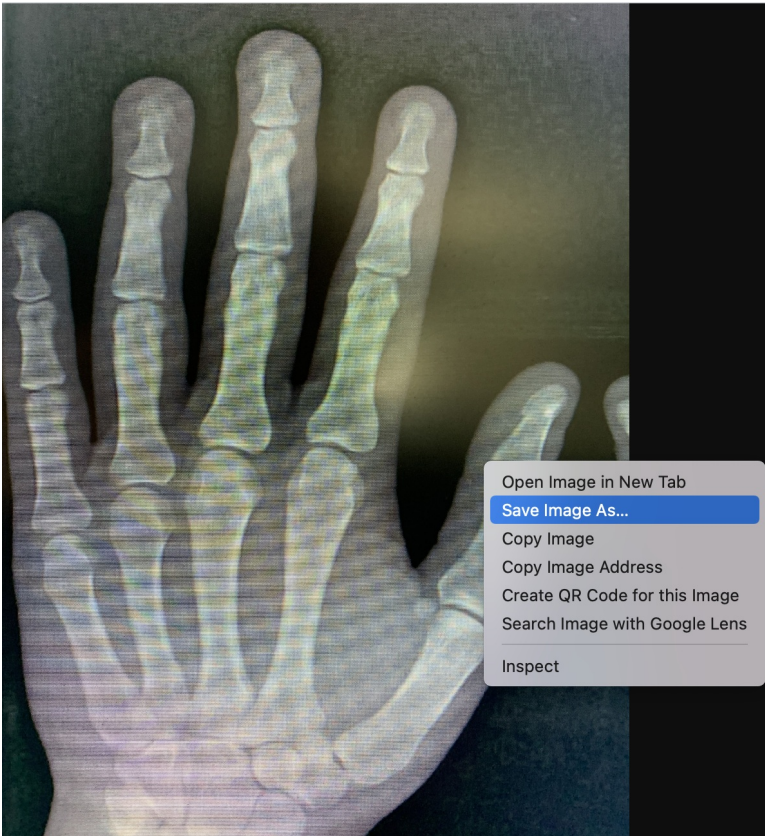
- Name and save the file depending on your browser and computer settings.
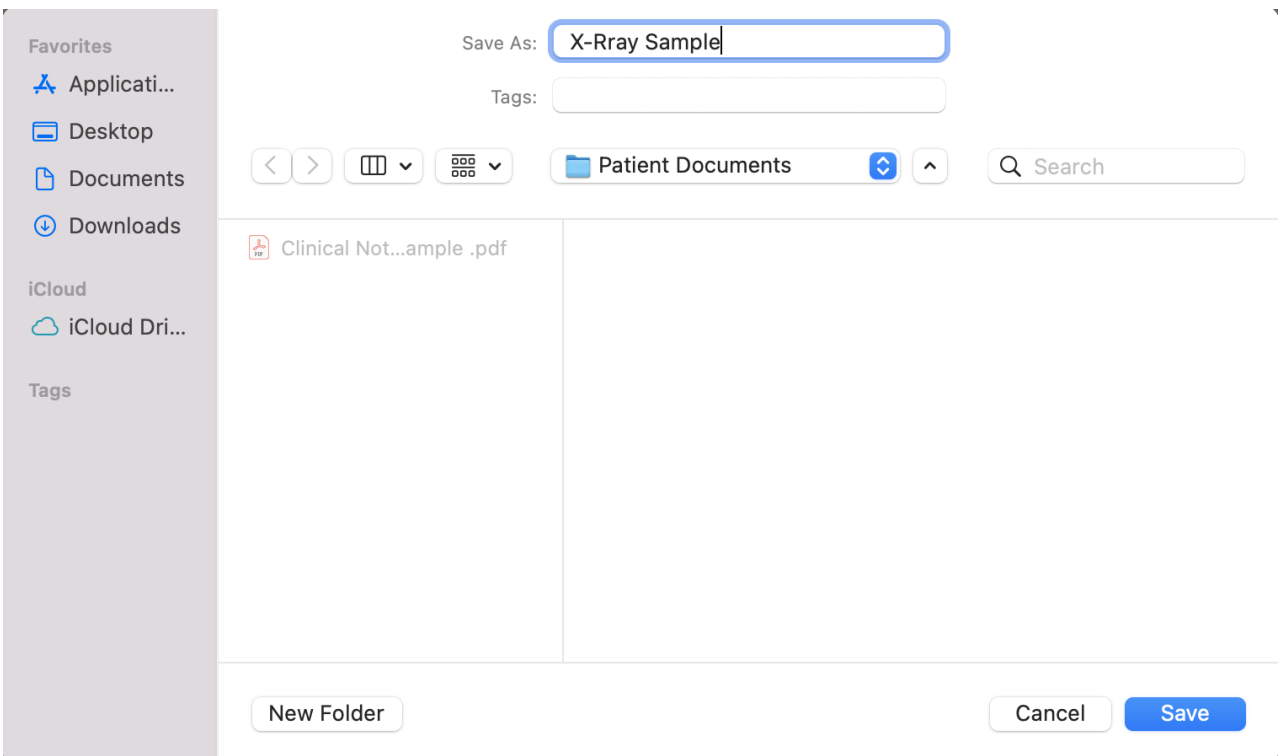
- If you need to download Locked Clinical Notes, Signed Consent Forms, Outbound Referrals, Lab Results, or Amendments, click on the tab, view the document, and download.

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

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			➦ Send to onpatient	👁 View Notes