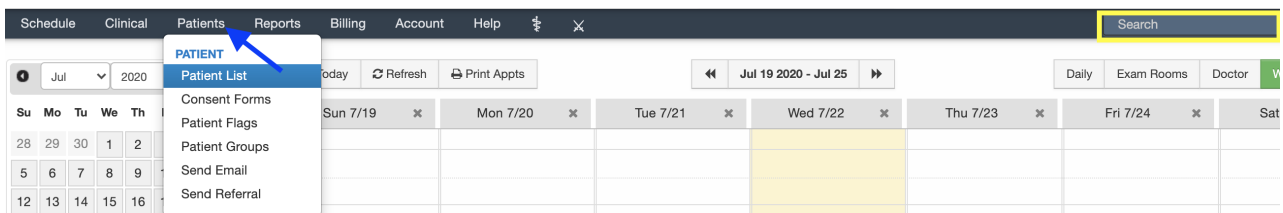# How do I upload a document to a patient file?
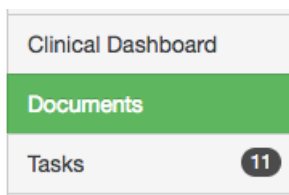
07/08/2024 8:00 pm EDT

DrChrono gives you the option to upload any file to a patient chart. Multiple file formats are supported for upload, but we maintain a maximum upload limit of **100MB per document**.

Uploading a File

1. Open a patient chart by searching for a patient in the navigation **Search** bar or through **Patients** > **Patient List**.
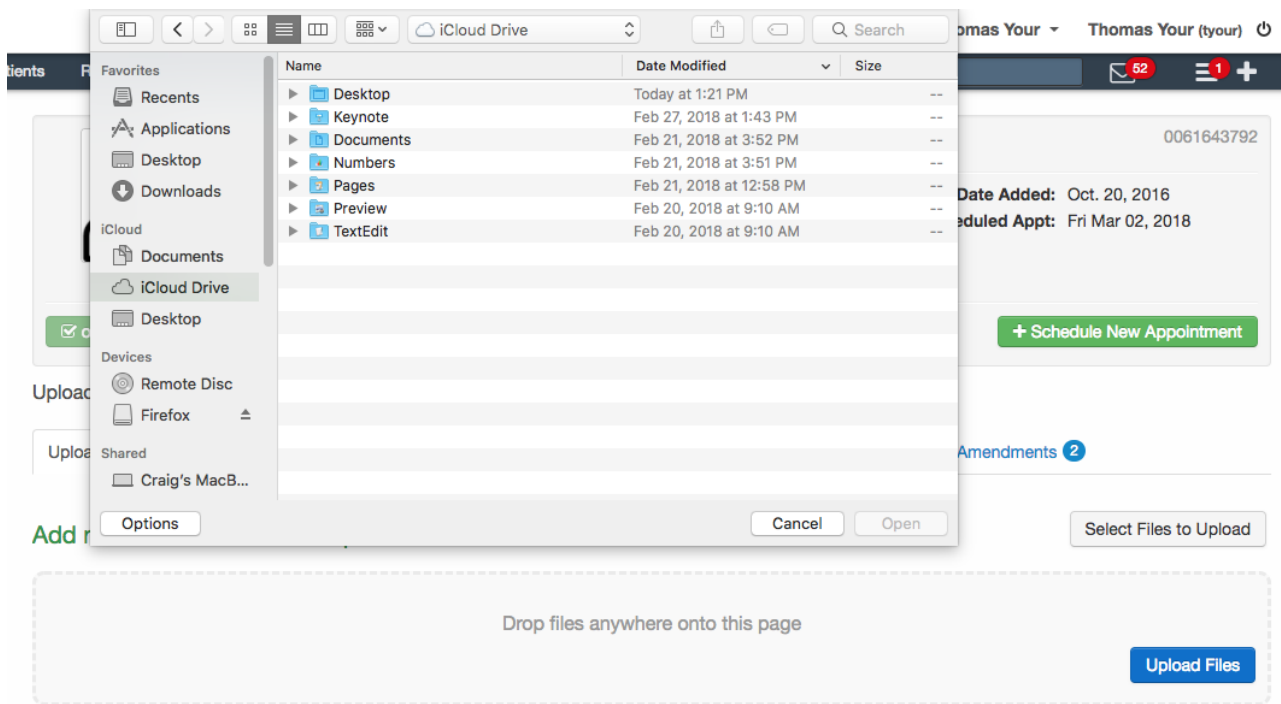

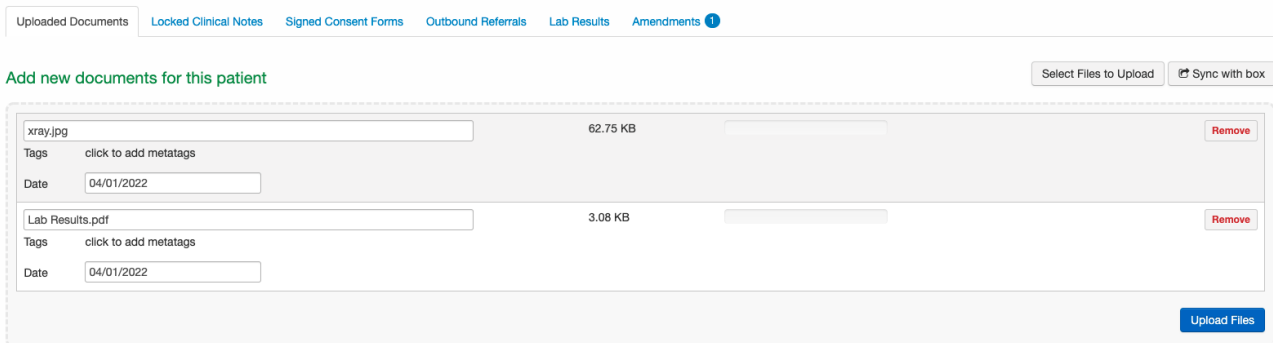2. Once in the chart Select **Documents** from the side menu.

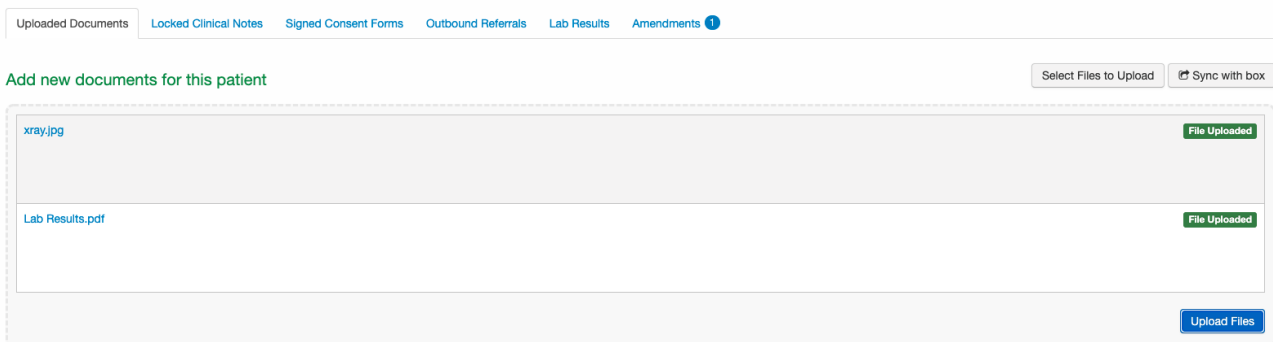3. You are given two options to choose from to upload a document.

You can click on **Select Files to Upload** to bring up a window that allows you to navigate to the file you would like to upload, or you have the option to **drag and drop** the file into the box on the screen.

You can rename the document and add any tags. Click **Upload Files** when ready.

5. The files will upload to the **Uploaded Documents** section.

Document Tags

fax x1 | imported x1 | photo x1 | labs x1 | free draw embed x14 | free draw x1 | onpatient x1 | document x1 | c-cda x1 | All Documents

Uploaded Documents

	Date	Description	Additional URL	Document Tags	Uploaded on	Actions				
dr	04/01/2022	xray.jpg			04/01/2022		Send to onpatient	Fax	+ Task	✎	×
dr	04/01/2022	Lab Results.pdf			04/01/2022		Send to onpatient	Fax	+ Task	✎	×
dr	03/08/2022	Freedraw [Clinical Note]		free draw embed	03/08/2022		Send to onpatient	Fax	+ Task	✎	×
dr	03/04/2022	CCDA		c-cda imported	03/04/2022		Send to onpatient	Fax	+ Task	✎	×

Note: If you upload a file that is greater in size than 100MB, an error will be displayed.

Error