

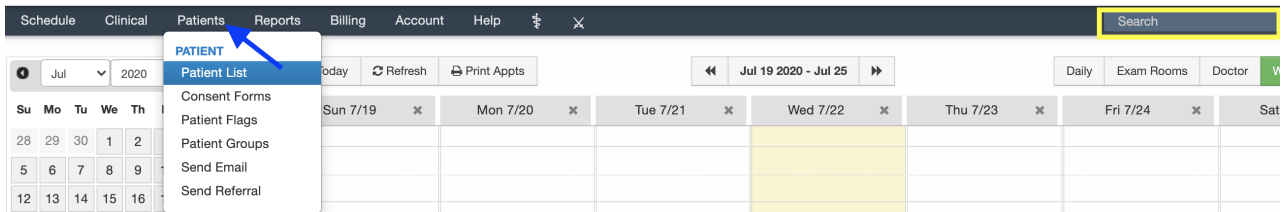
# How do I upload a document to a patient file?

07/24/2024 4:30 pm EDT

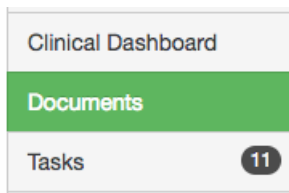
DrChrono gives you the option to upload any file to a patient chart. Multiple file formats are supported for upload, but we maintain a maximum upload limit of **100MB per document**.

## Uploading a File

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

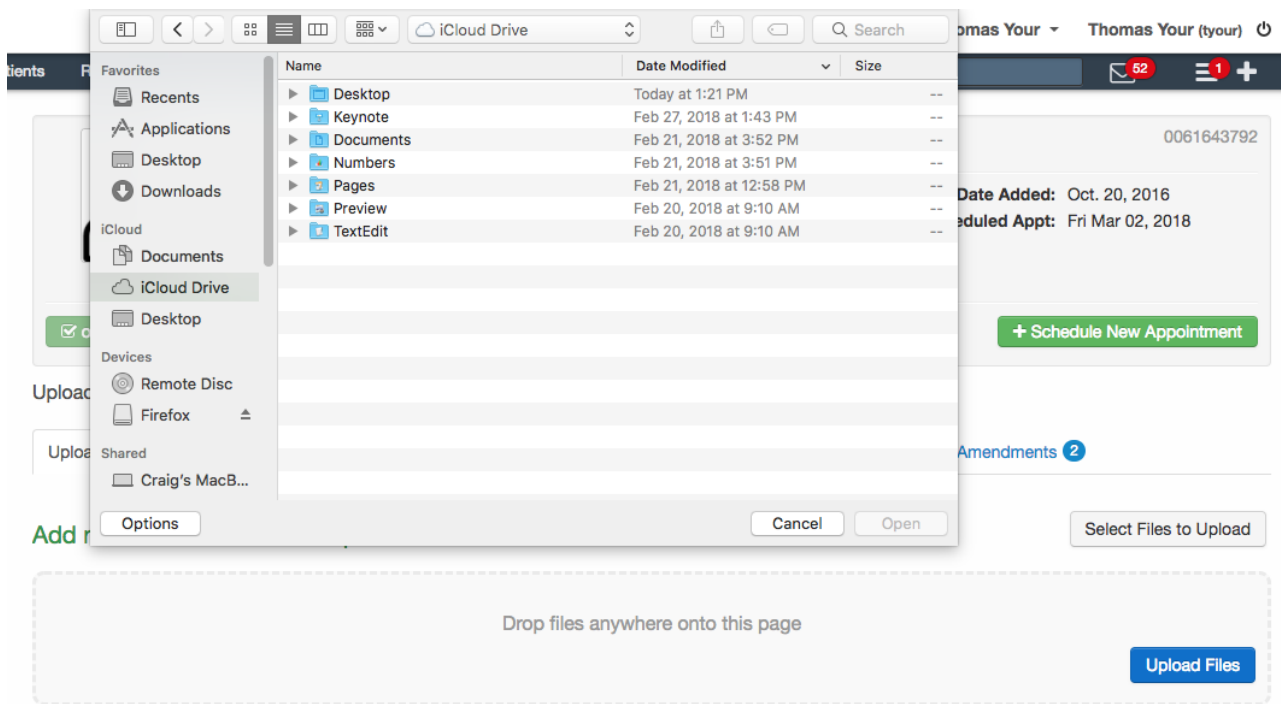


2. Once in the chart Select **Documents** from the side menu.

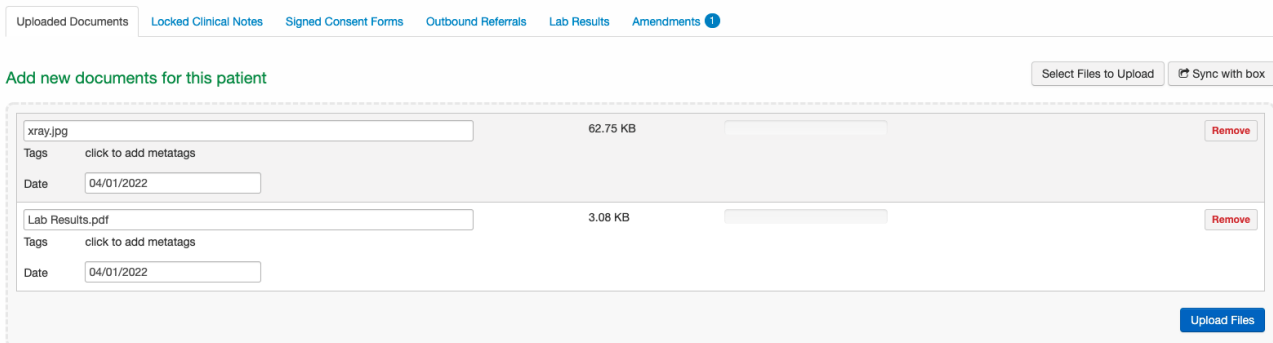


3. You are given two options to choose from to upload a document.

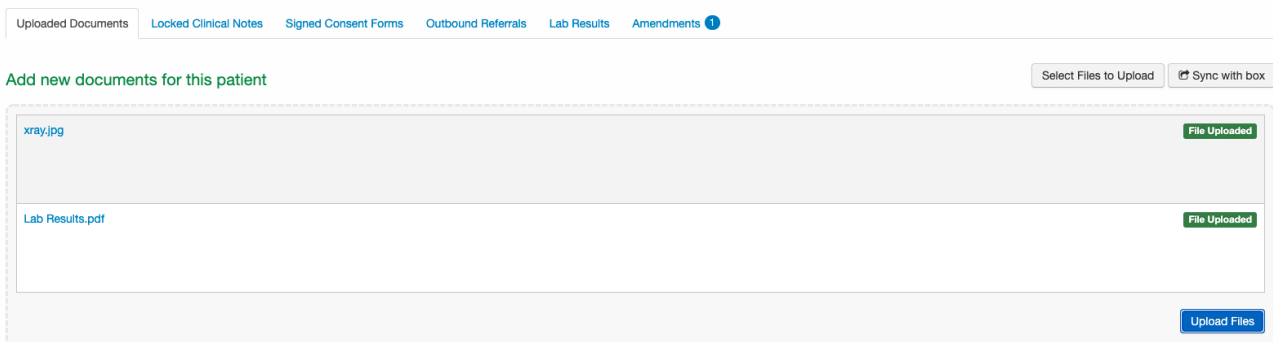
You can click on **Select Files to Upload** to bring up a window that allows you to navigate to the file you would like to upload, or you have the option to **drag and drop** the file into the box on the screen.



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
	04/01/2022	xray.jpg			04/01/2022	Send to onpatient Fax  + Task
	04/01/2022	Lab Results.pdf			04/01/2022	Send to onpatient Fax  + Task
	03/08/2022	Freedraw [Clinical Note]		free draw embed	03/08/2022	Send to onpatient Fax  + Task
	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.

