# 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**.

Sc	hedu	ıle	Cli	nical	Patients Reports	Billin	g Accou	nt Help	<b>≹</b> X							Search		
					PATIENT													
0	Ju	ıl	~	2020	Patient List	oday	2 Refresh	🖶 Print Appl	ts		44 J	ul 19 2020 - Jul 25	₩			Daily Exam R	oms	Doctor V
Su	Мо	Tu	We	Th	Consent Forms Patient Flags	Sun 7/	/19 🗙	Mon 7/	/20 ×	Tue 7/21	×	Wed 7/22	×	Thu 7/23	×	Fri 7/24	×	Sat
28	29	30	1	2	Patient Groups													
5	6	7	8	9	- Send Email													
12	13	14	15	16	. Send Referral													

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.

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_	Recents	▶ 🛅 Desktop	Today at 1:21 PM		
	A Annii antiana	🕨 📴 Keynote	Feb 27, 2018 at 1:43 PM		
Π	Mark Applications	Documents	Feb 21, 2018 at 3:52 PM		0061643792
	Desktop	Numbers	Feb 21, 2018 at 3:51 PM		
	Downloads	Pages	Feb 21, 2018 at 12:58 PM	Date	Added: Oct. 20, 2016
	·	Preview	Feb 20, 2018 at 9:10 AM	adulo	d Appt: Eri Mar 02 2018
	iCloud	TextEdit	Feb 20, 2018 at 9:10 AM		
	Documents	J			
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Add r	Options		Cancel	Open	Select Files to Upload
		Drop fil	es anywhere onto this page		Upload Files

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

Uploaded	Documents Locked	Clinical Notes	Signed Consent Forms	Outbound Referrals	Lab Results	Amendments 1			
Add new	documents for	his patient						Select Files to Upload	C Sync with box
xray.jpg					62.75	KB			Remove
Tags	click to add metatag	5							
Date	04/01/2022								
Lab Res	ults.pdf				3.08 K	В			Remove
Tags	click to add metatag	S							
Date	04/01/2022								
									Upload Files

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

	Uploaded Documents	Locked Clinical Notes	Signed Consent Forms	Outbound Referrals	Lab Results	Amendments 1		
A	dd new documer	nts for this patient					Select Files to Upload	C Sync with box
	xray.jpg							File Uploaded
	Lab Davida add							
	Lao Results.pot							File Uploaded
								Upload Files

#### 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 🕹 🖌 🗶
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	C Send to onpatient Fax + Task 🖌 🗶
dr	03/04/2022	CCDA		c-cda imported	03/04/2022	🗷 Send to onpatient 🛛 Fax 🗍 🖈 🔭 🗙

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

