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**.

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0		Jul	`	* 2	2020	Patient List	oday	C Refresh	🕀 Print Appl	ts		€ .	lul 19 2020 - Jul 25	*			Daily Exam	Rooms	Doctor V
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28	2	9 3	30	1	2	Patient Groups													
5	6	6	7	8	9	Send Email													
12	1	3	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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_	Applications	🕨 📴 Keynote	Feb 27, 2018 at 1:43 PM		
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	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		d Appt: Fri Mar 02, 2018
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Add r	Options		Cancel	Open	Select Files to Upload
		Drop fil	les anywhere onto this page		Upload Files

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

ld new	documents for this patient		Select Files to Upload
xray.jpg		62.75 KB	Rem
Tags	click to add metatags		
Date	04/01/2022		
Lab Res	sults.pdf	3.08 KB	Remo
Tags	click to add metatags		
Date	04/01/2022		

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							
	Lab Results.pdf							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 Fi	ax 🕇	- Task	/
dr	04/01/2022	Lab Results.pdf			04/01/2022		Send to onpatient F	ax 🛛 🕇	- Task	/
dr	03/08/2022	Freedraw [Clinical Note]		free draw embed	03/08/2022		Send to onpatient F	ax 🖣	- Task	/
dr	03/04/2022	CCDA		c-cda imported	03/04/2022		Send to onpatient F	ax +	- Task	/

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

