

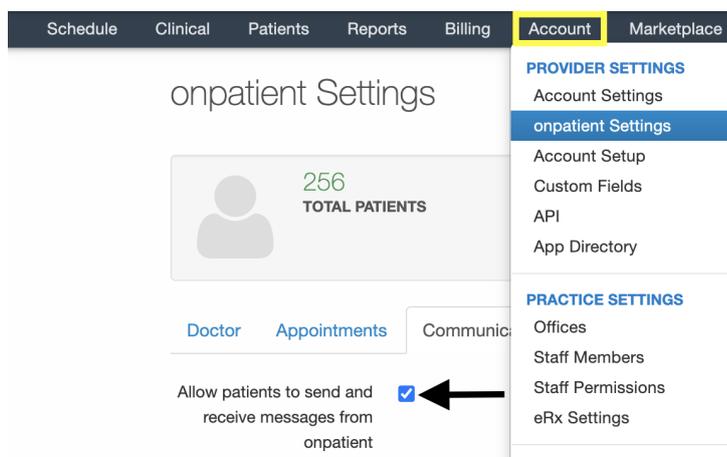
# Adding an Attachment from an OnPatient Message

07/24/2024 12:14 pm EDT

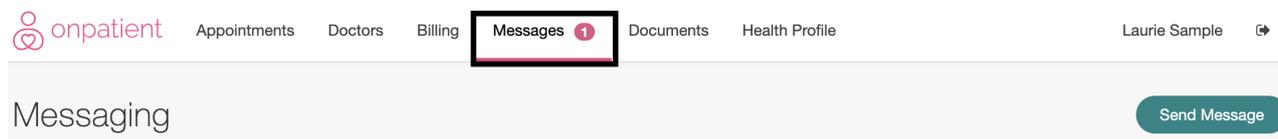
Through OnPatient's messaging feature patients can not only communicate with their providers, but they can also send files as attachments that can be added to a patient's chart under documents.

Before patients can send you messages, you must allow patients to do so.

- Go to **Account > OnPatient Settings** and select the **Communication** tab. Check the box to allow patients to send messages and update the settings to save.



1. After logging in to OnPatient, select **Messages** and click **Send Message**.



2. Next, enter a subject and message. 1 file can be attached per message by dragging and dropping it to the attachment section or clicking in the section to select the file from your computer. Click **Send Message** when finished.

# Messaging

- Inbox **1**
- Starred
- Sent
- Archived

**Warning!** If this is an emergency, please dial 911 or seek immediate medical attention.

**Recipient**

**Subject**

**Message**

Hi Dr. Smith,

Here are the lab results.

Thank you,

Laurie Sample

**Attachment**

**3.1 KB**

Sample Lab....

[Remove file](#)

Send Message

3. The message will be in your message center (



).

Schedule Clinical Patients Reports Billing Account Help

Jul 2020

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Jul 19 2020 - Jul 25

Daily Exam Rooms Doctor Monthly

	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25
9:00am				9:00 - 10:00 am Jenny (Jan) Harris: Primary	9:00 - 9:30 am Jenny (Jan) Harris: Primary	9:00 - 9:45 am Amanda Jones: Primary	9:00 - 10:15 am Evan James: Primary Office

4. Click on the message to open it.

Incoming Messages ?

Fax number: +1 (301) 850-2018

Mark as Read Mark as Unread Show Archived

NEXT >

	From	Title	Associated patient	Assigned to	Assigned by	Workflow	Created	Updated
<input type="checkbox"/>	Laurie Sample	Attached Files	Laurie Sample	Dr. James Smith	Dr. James Smith		Feb. 22, 2022, 8:27 a.m.	Feb. 22, 2022, 8:28 a.m.

5. Click Save Attachment to Chart.

[Back to Messages](#) | [Mark as Unread](#) | [Archive Message](#) | [Reply](#) | Search Messages

**Attached Files** | Assign to: Dr. James Smith | [Assign](#) | [Manage task](#)

From: Laurie Sample | Tuesday, February 22, 2022 8:27 AM

[View associated patient Laurie Sample](#) | [Save Attachment to Laurie Sample's Chart](#) | [Audit Log](#)

Notes

+ Add

Hi Dr. Smith,  
 Here are the lab results and  
 Thank you,  
 Laurie Sample

- [Sample Lab.pdf \(0\)](#)

6. Enter a description and any tags. Click **Save to Patient Chart**.

### Save Attachment to Patient Chart

Laurie Sample



**Chart ID:** SAJA000001  
**DOB:** 12/08/1990  
**Age:** 31  
**Phone:**  
**Email:**

Description:  optional

Tags:  comma separated

7. The attachment can be found in the **Documents** section of the chart.

+ Add new patient

- Demographics
- Appointments
- Clinical Dashboard
- Documents**
- Eligibility
- Tasks
- Problem List
- Medication List
- Send eRx
- Allergy List (NKDA)
- Drug Interactions
- CQMs
- Intake Data
- Lab Orders
- Immunizations
- Growth Charts
- onpatient Access
- Education Resources
- Communication
- Family History

Laurie Sample (Female | 31 years old | Dec. 8, 1990)

Phone: 328 Gibraltar Dr, Sunnyvale, CA 94089 | Email: | Date Added: Jan. 4, 2022  
 Last Scheduled Appt: Mon Jan 31, 2022 | Next Scheduled Appt: Fri Feb 11, 2022  
 CDS: Adult Immunization Schedule Age: 27-49

[onpatient access enabled](#) | [New Referral](#) | [Fax Demographics](#) | [Print Demographics](#) | [Vitals](#) | [Schedule New Appointment](#)

Upload images, scanned paper documents, or PDFs downloaded from other electronic medical records.

Uploaded Documents | [Locked Clinical Notes](#) | [Signed Consent Forms](#) | [Outbound Referrals](#) | [Lab Results](#) | [Amendments](#)

Add new documents for this patient

Select Files to Upload | Syncing with box

Drop files anywhere onto this page

Upload Files

Document Tags: [labs x1](#) [fax x1](#) [free draw embed x13](#) [free draw x1](#) [onpatient x1](#) [document x1](#) All Documents

Uploaded Documents

	Date	Description	Additional URL	Document Tags	Uploaded on	Actions
	02/22/2022	Lab Results from Patient		<a href="#">onpatient</a> <a href="#">labs</a>	02/22/2022	<a href="#">Send to onpatient</a> <a href="#">Fax</a> <a href="#">+ Task</a> <a href="#">X</a>
	01/21/2022	Free Hand Drawing		<a href="#">free draw</a>	01/21/2022	<a href="#">Send to onpatient</a> <a href="#">Fax</a> <a href="#">+ Task</a> <a href="#">X</a>
	01/11/2022	TEST			01/11/2022	<a href="#">Send to onpatient</a> <a href="#">Fax</a> <a href="#">+ Task</a> <a href="#">X</a>

