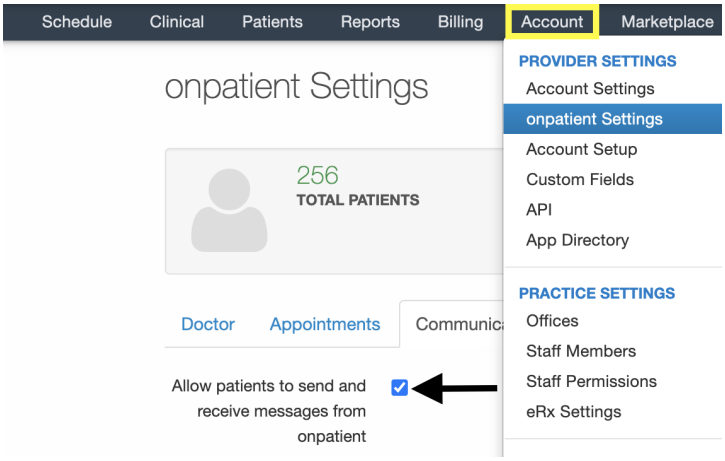
Adding an Attachment from an OnPatient Message

07/24/2024 12:14 pm EDT

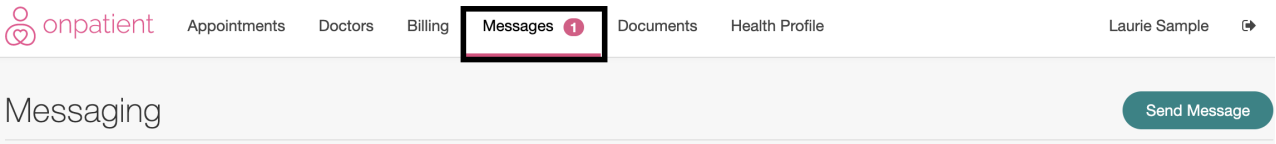
Through OnPatient's messaging feature patients can not only communicate with their providers, but they can also send files as attachments that can be added to a patient's chart under documents.

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

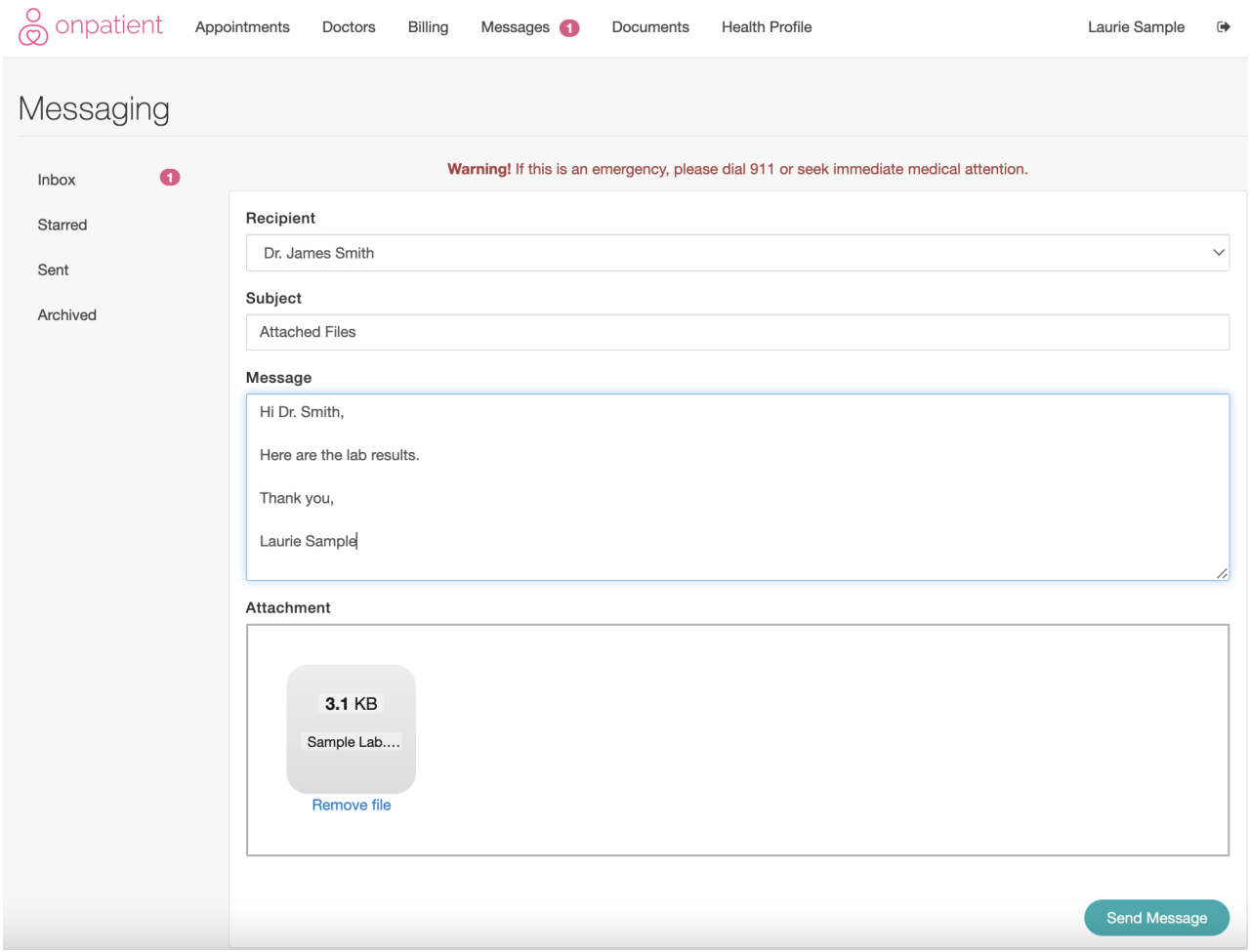
- Go to **Account** > **OnPatient Settings** and select the **Communication** tab. Check the box to allow patients to send messages and update the settings to save.



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.



3. The message will be in your message center (

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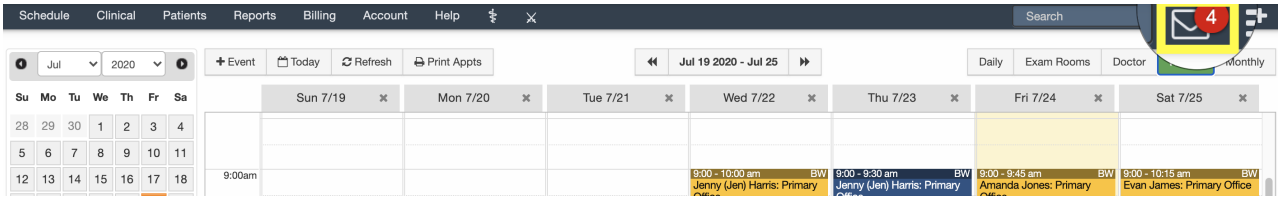
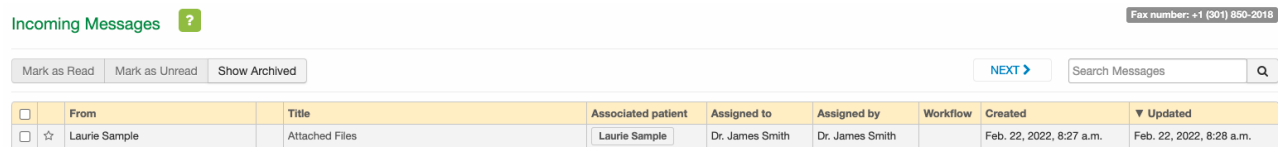
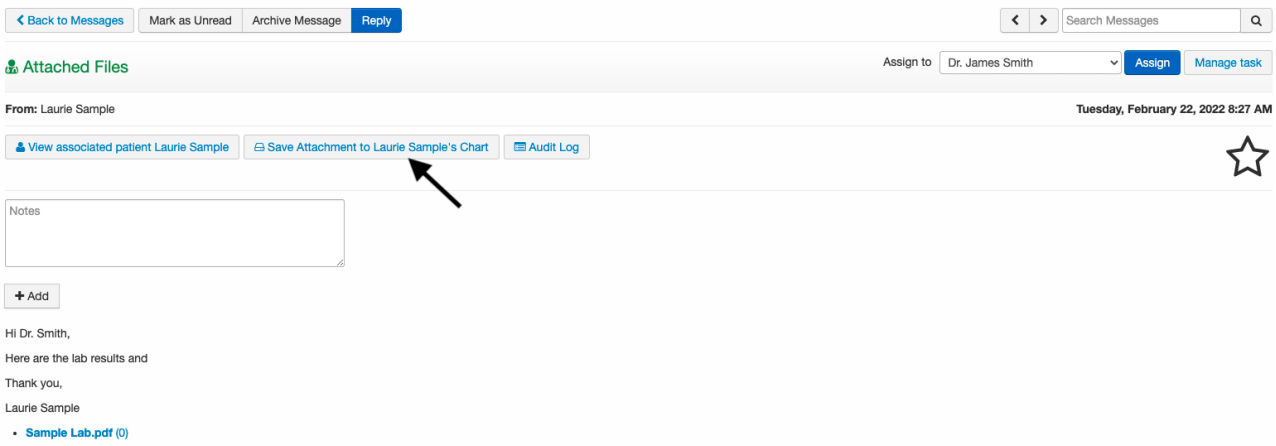


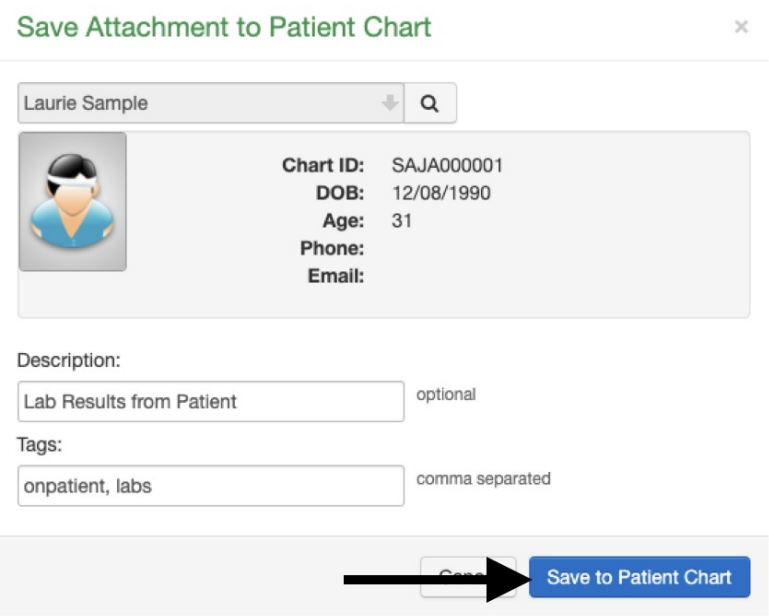
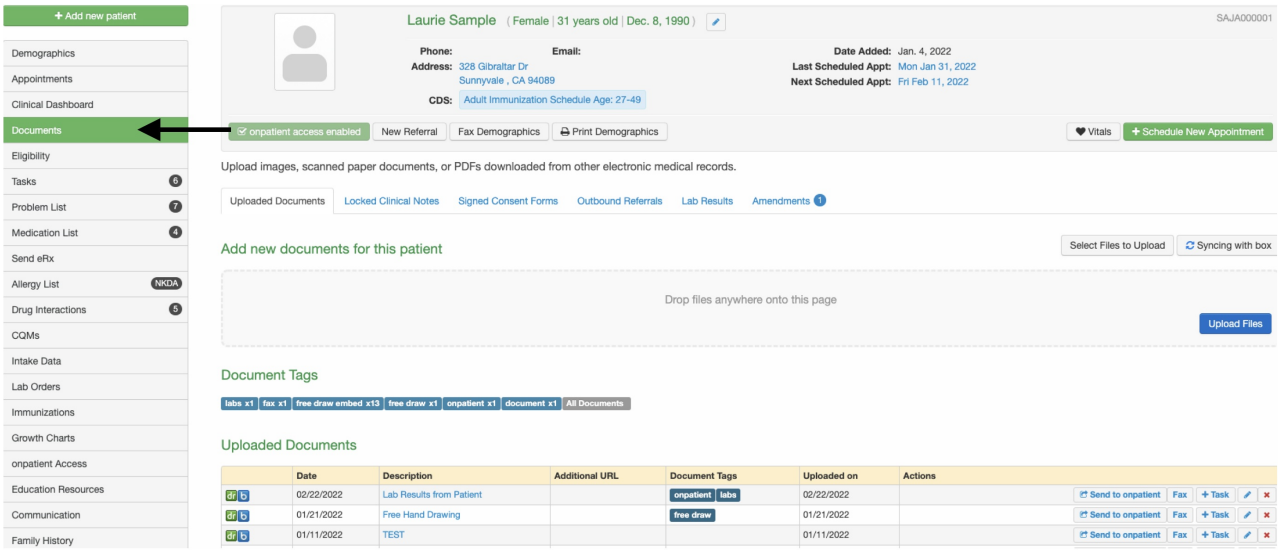
4. Click on the message to open it.



5. Click **Save Attachment to Chart**.



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



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