QUALITY **HEALTH**®
N·E·T·W·O·R·K
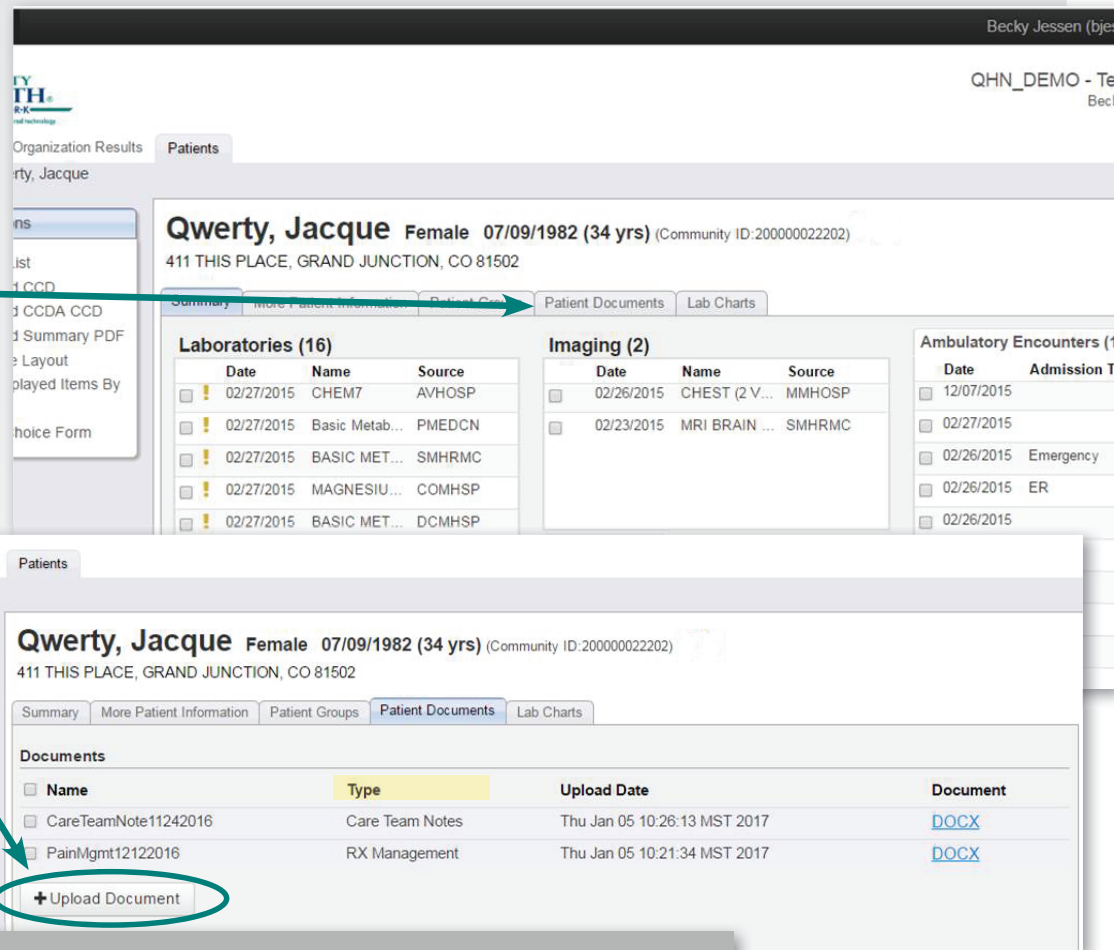Improving care through shared technology

The QHN platform has many features that allow for flexibility in usage of the system. The ability for providers to upload copies of patient documents into the system such as Advance Care Planning (ACP) documents, RX Management Contracts and patient notes is one of these features.

Uploading patient documents:

- Navigate to the **Patient Summary** section for the patient of interest.

- Click on **Patient Documents** tab, a new window opens.

- Documents in this section may be sorted by **Type.**

- To upload document click on **Upload Document** button.

- Select **Document Type** from drop-down menu.

O V E R

Uploading Patient Documents

- Name document. If the document being loaded is one of the below ACP **Document Types** it is important to use the noted naming convention.
  - Advanced Directives: (Misc. ACP docs, e.g.: Five Wishes, CPR Dir., Serious Illness Con., etc.)
  - DNR Order (DNR)
  - Guardianship Proxy (GUAProxy)
  - Medical Durable POA (MDPOA)
  - Power of Attorney (POA)
  - MOST (MOST)
  - Emergency Response Wishes (ERW)

Naming convention: 00 followed by initials or name of document type (noted above), then mmddyyyy of form effective date, use no spaces / dashes or patient name (e.g., 00ERW12142016).

- Select document to upload. Original document file name may **NOT** include any special characters such as: /_&@#/(), or they may not display correctly.

- Click **Save**.

How to edit a document that has expired or is no longer valid:

- Check box to the left of the document, **Edit Document** button appears.

- Click **Edit Document** button, a new dialogue box will appear that displays the document **Name** and **Document Type.**

- In the **Name** section, type: Expired mmddyyyy in front of document name.

- Click **Save.**

Upload Document

Name* 00ERW12142016

Document Type* *Emergency Response Wishes ▾

Select A Document* [Choose File] Emergency R...Qwerty.pdf

Save   Cancel

Why a strict naming convention for ACP documents? Using the prescribed convention allows ACP documents to display first, making this information quickly accessible in critical care situations.

This also triggers the patient to be "flagged" with the ACP indicator. ➡ ◤ACP

Qwerty, Jacque Female 07/09/1982 (34 yrs) (Community ID:200000022202) ◤ACP
411 THIS PLACE, GRAND JUNCTION, CO 81502

| Summary | More Patient Information | Patient Groups | Patient Documents | Lab Charts |

Documents

☐	Name	Type	Upload Date
☐	CareTeamNote11242016	Care Team Notes	Thu Jan 05 10:26:13 MST 2017
☑	DNR12132015	DNR Order	Mon Jan 09 15:01:23 MST 2017
☐	PainMgmt12122016	RX Management	Thu Jan 05 10:21:34 MST 2017

+ Upload Document   ✏ Edit Document

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Documents

Edit Document ✕

Name* Expired 01012017 DNR12132015

Document Type* DNR Order ▾

Save   Cancel