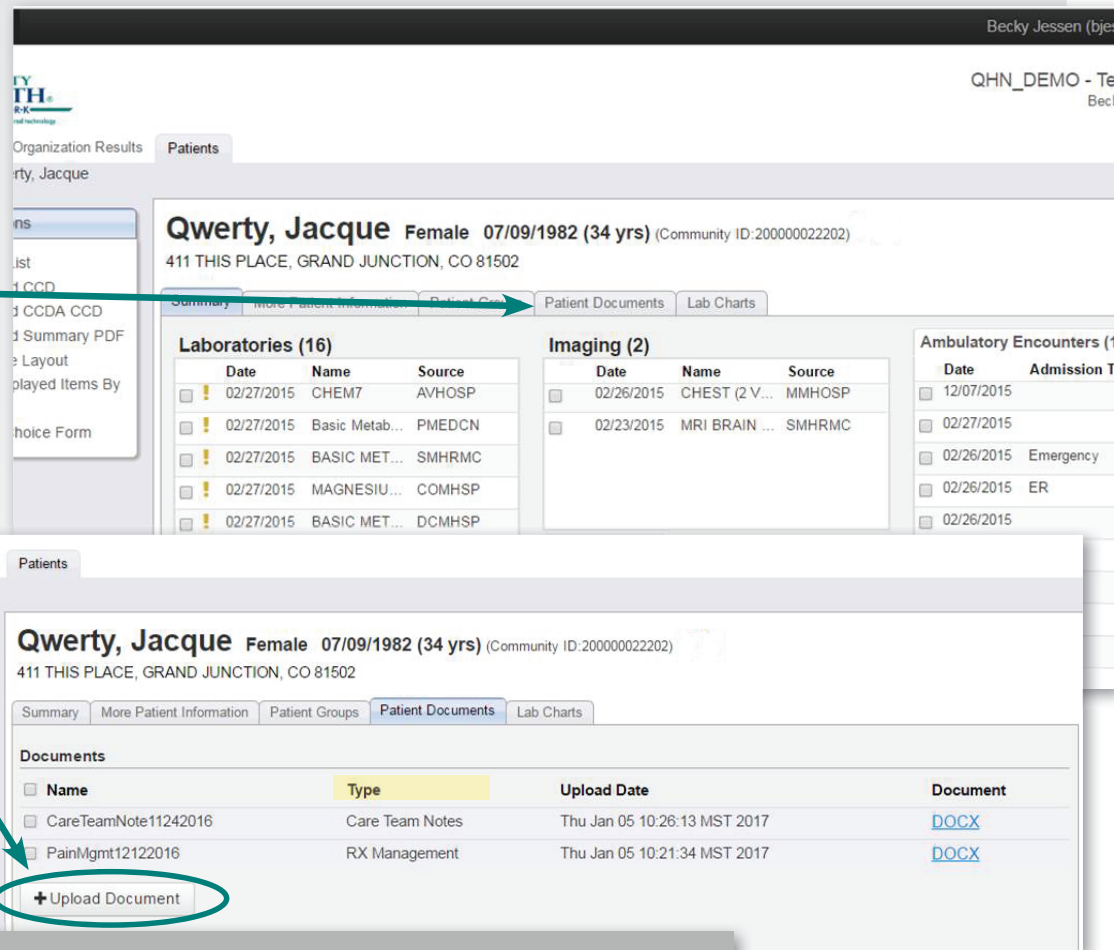


The QHN platform has many features that allow for flexibility in usage of the system. The ability for providers to upload copies of patient documents into the system such as Advance Care Planning (ACP) documents, RX Management Contracts and patient notes is one of these features.

### 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.



Becky Jessen (bjess)

QHN\_DEMO - Te

Beck

Organization Results Patients

Qwerty, Jacques

**Qwerty, Jacques Female 07/09/1982 (34 yrs)** (Community ID:200000022202)

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Summary More Patient Information Patient Groups Patient Documents Lab Charts

**Laboratories (16)**

Date	Name	Source
02/27/2015	CHEM7	AVHOSP
02/27/2015	Basic Metab...	PMEDCN
02/27/2015	BASIC MET...	SMHRMC
02/27/2015	MAGNESIU...	COMHSP
02/27/2015	BASIC MET...	DCMHSP

**Imaging (2)**

Date	Name	Source
02/26/2015	CHEST (2 V...	MMHOSP
02/23/2015	MRI BRAIN ...	SMHRMC

**Ambulatory Encounters (1)**

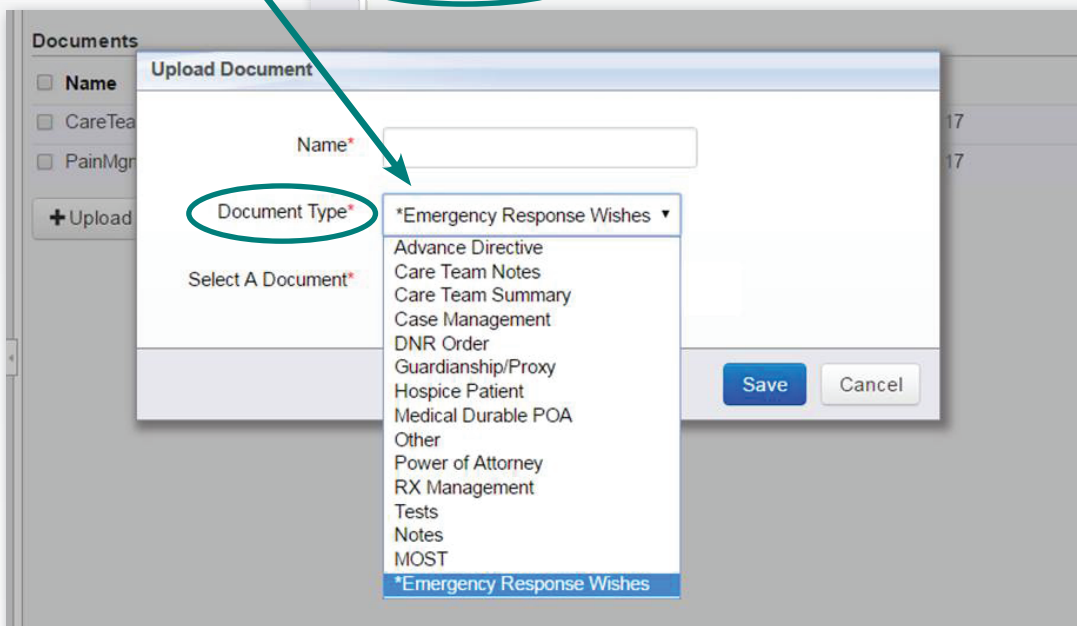
Date	Admission T
12/07/2015	
02/27/2015	
02/26/2015	Emergency
02/26/2015	ER
02/26/2015	

Summary More Patient Information Patient Groups Patient Documents Lab Charts

**Documents**

Name	Type	Upload Date	Document
CareTeamNote11242016	Care Team Notes	Thu Jan 05 10:26:13 MST 2017	<a href="#">DOCX</a>
PainMgmt12122016	RX Management	Thu Jan 05 10:21:34 MST 2017	<a href="#">DOCX</a>

+ Upload Document



Documents

Upload Document

Name\*

Document Type\*

Select A Document\*

\*Emergency Response Wishes ▼

- Advance Directive
- Care Team Notes
- Care Team Summary
- Case Management
- DNR Order
- Guardianship/Proxy
- Hospice Patient
- Medical Durable POA
- Other
- Power of Attorney
- RX Management
- Tests
- Notes
- MOST
- \*Emergency Response Wishes

Save Cancel

# 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.*



Qwerty, Jacque Female 07/09/1982 (34 yrs) (Community ID:20000002202) ACP

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Summary More Patient Information Patient Groups Patient Documents Lab Charts

Documents

<input type="checkbox"/> Name	Type	Upload Date
<input type="checkbox"/> CareTeamNote11242016	Care Team Notes	Thu Jan 05 10:26:13 MST 2017
<input checked="" type="checkbox"/> DNR12132015	DNR Order	Mon Jan 09 15:01:23 MST 2017
<input type="checkbox"/> PainMgmt12122016	RX Management	Thu Jan 05 10:21:34 MST 2017

+ Upload Document Edit Document

Edit Document

Name\* Expired 01012017 DNR12132015

Document Type\* DNR Order

Save Cancel