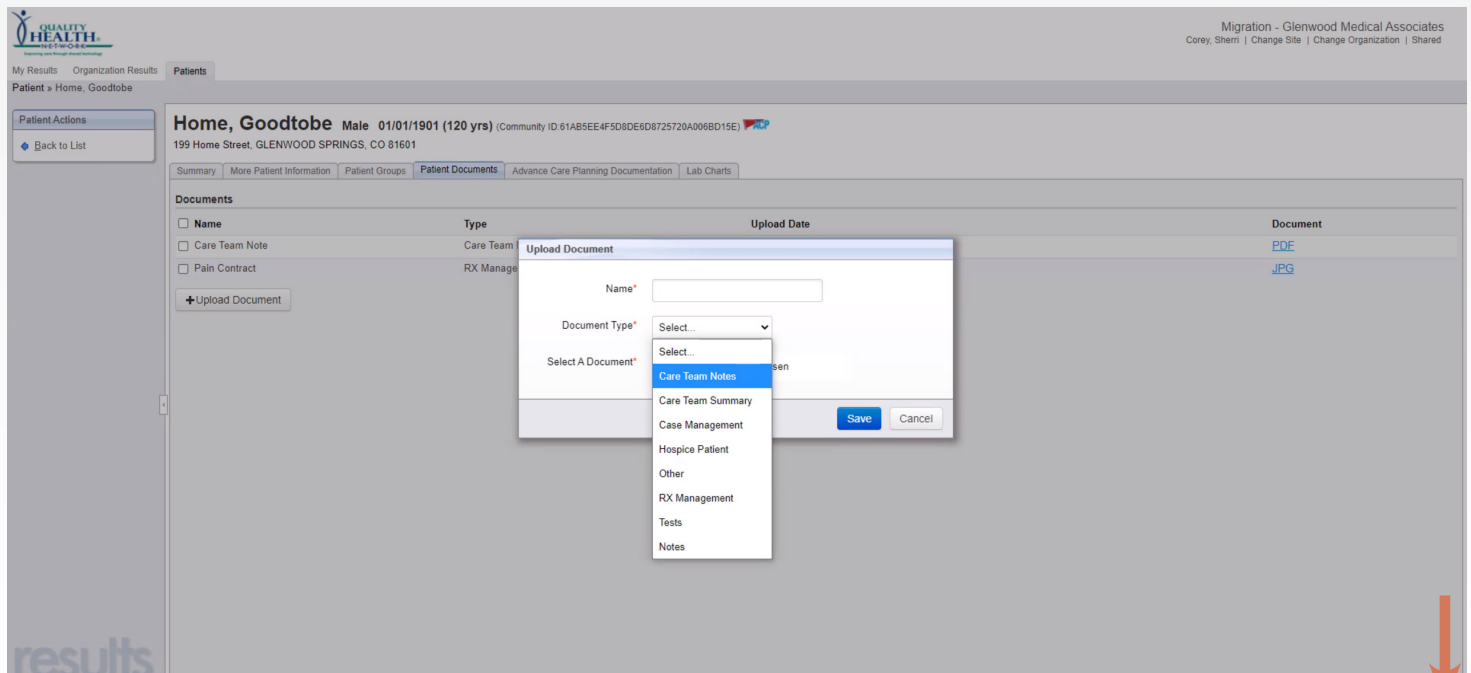
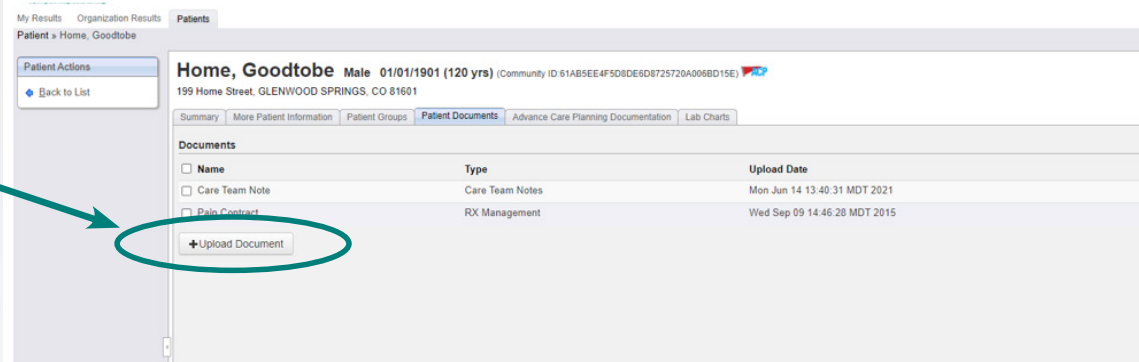
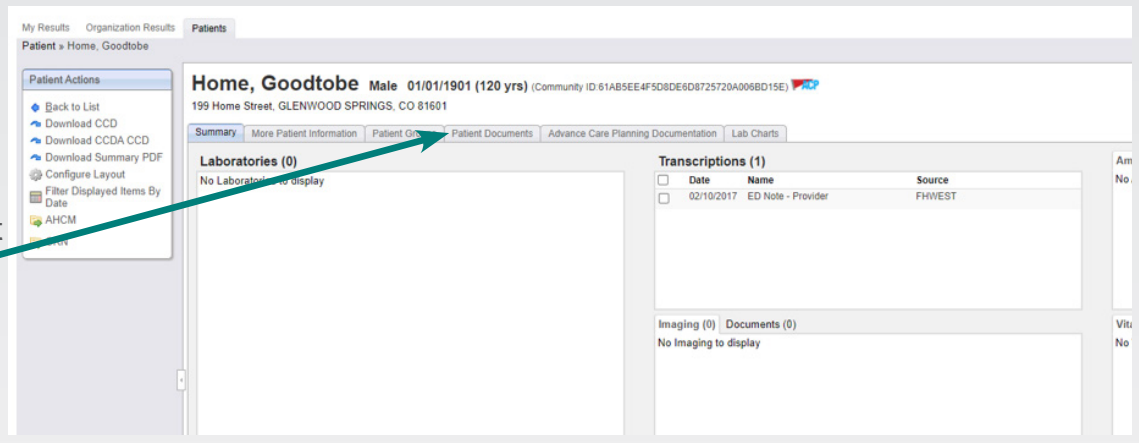


The QHN platform has many features that allow for flexibility in usage of the system. The ability for users to upload copies of patient documents into the system such as RX management contracts and patient notes is one of these features.

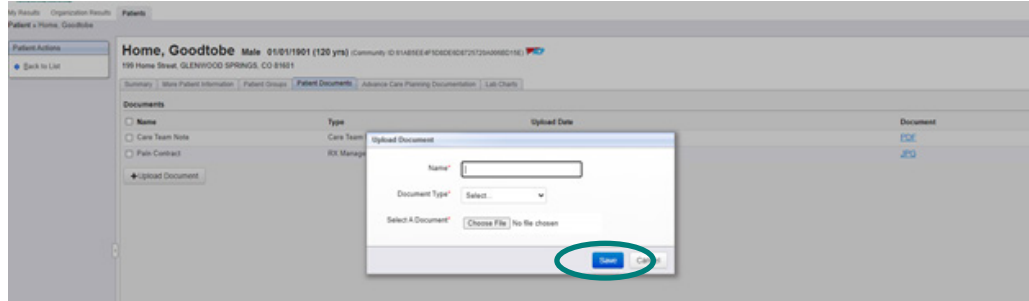
## Uploading patient documents:

- 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.



# Uploading Patient Documents

- Name document by entering the effective dates of the document by using this format: name of document type, then mmddyyyy of form effective date, use no spaces / dashes or patient name (e.g., RXMGMT12142016).
- 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## How to edit a document that has expired or is no longer valid: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**.

