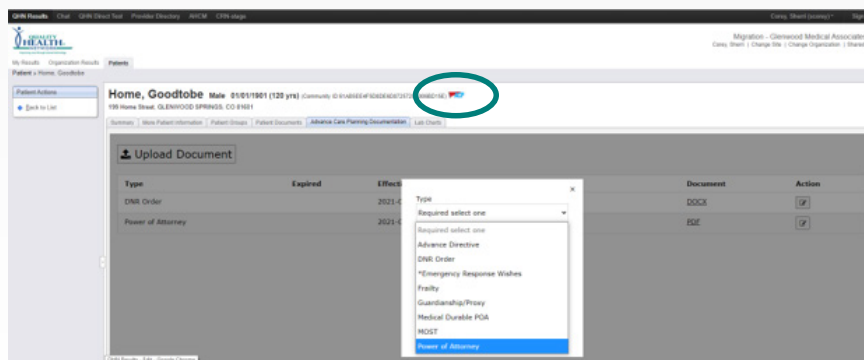
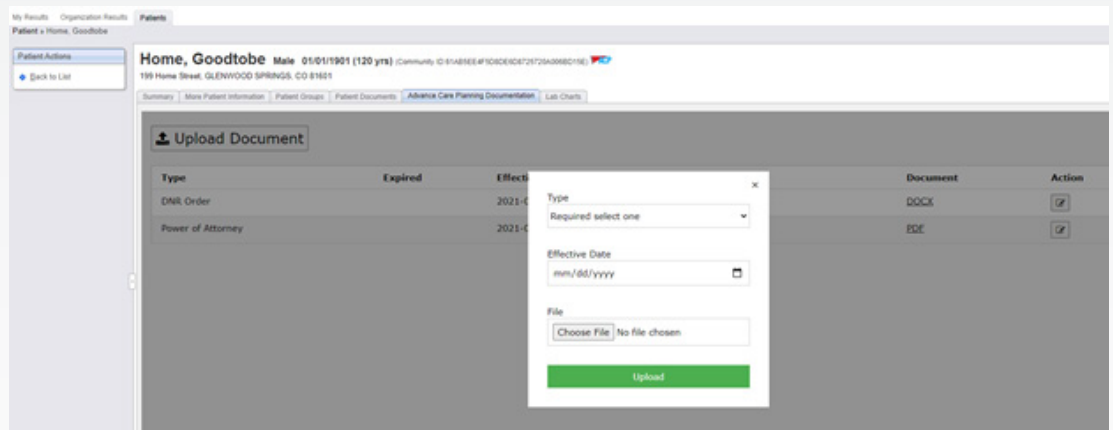
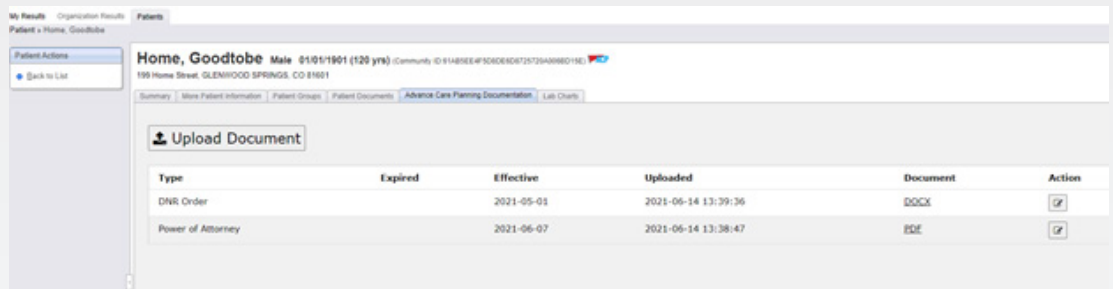
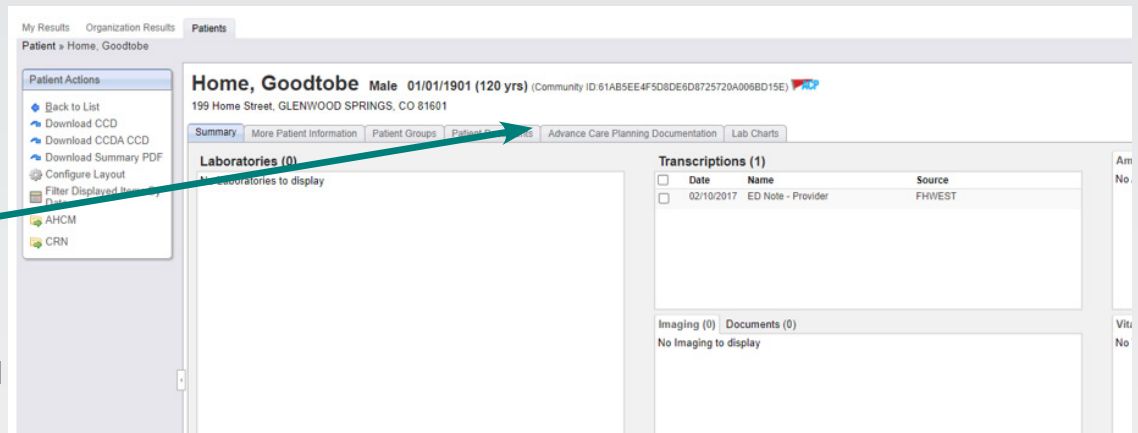


The QHN platform has many features that allow for flexibility in usage of the system. The ability for users to upload copies of patient documents into the system such as Advance Care Planning (ACP) is one of these features.

Uploading ACP documents:

- Navigate to the **Advance Care Planning** tab and click. A new window opens.
- Documents in this section may be sorted by **type, expired, effective, uploaded, etc (all columns are sortable)**.
- To upload document click on **Upload Document** button.
- Select **Document Type** from drop-down menu.
- Enter an **effective date** and select the file (*user may only enter a date with a year between 1990 and 2050*).
- Select document to upload. Original document file name may NOT include any special characters such as: /_&@#/(), or they may not display correctly.
- Click **Upload**
- Note: a flag will appear in the patient record when an ACP doc is uploaded



Editing ACP Documents

How to edit a document that has expired or is no longer valid:

- Check the box in the action column to the right of the document.
- A new dialogue box will appear that displays the **Document Type**.
- Make any changes to the type or effective date or mark the document as expired.
- Click **Save**.

