

How do I view an attached file?



Step 1



Access the Referral Queue by following the “**How do I access the referral queue**” guide.

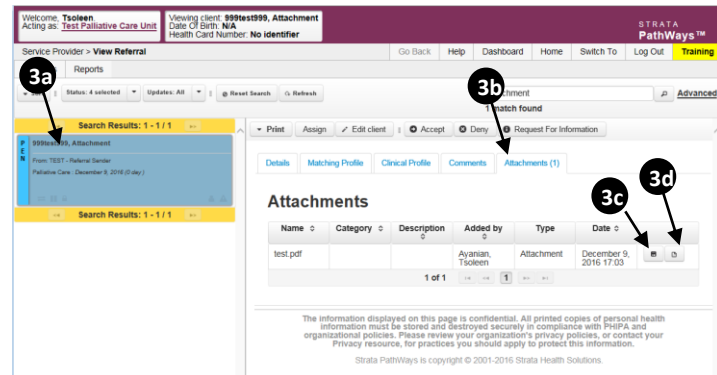
Step 2

Search for the patient you want to view by following the “**How do I search for a referral**” guide.

Step 3

Select the patient’s referral. Selecting the patient’s referral will change the background colour from white to dark blue (3a). In the right panel click the **Attachments** tab (3b).

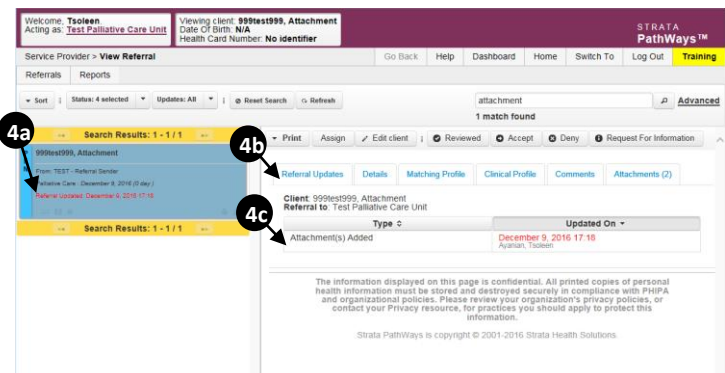
To download the attached file(s), click the  button (3c) beside each document. To preview the attached file(s), click the  button (3d).



Step 4

If additional documents are sent, referral will have **Referral Update (4a)** comment in red in the referral queue.

When the patient is selected, in the **Referral Update (4b)** tab, in the **Type (4c)** column, it will indicate that an attachment has been added to the referral.



When using the File Upload functionality, you are responsible for complying with RM&R policies and procedures.

The information contained in RM&R is confidential. All copies of personal health information must be stored and destroyed securely in compliance with PHIPA and organizational policies.

For more information, please review your organization's privacy policies or contact your Privacy resource. For additional Privacy Reference Materials, please visit <http://resourcematchingandreferral.com/privacy/>