

## Overview

The file attachment feature is currently available for the LTCH care type only  
 When attaching or deleting a file, the RM&R application will identify you as the last modifier.  
 Your name, clinical designation, along with the date and time will be stamped in the referral.



## Instructions

<p><b>Step 1</b></p> <p><b>Access patient referral</b>              For more details on how to access existing patient profile, please review the <i>Edit or Update guide</i>.</p>	
<p><b>Step 2</b></p> <p><b>Upload files</b></p> <p>A) Click the <i>Uploaded Files</i> tab</p> <p>B) Select <i>Uploaded Files</i> button</p> <p>C) <i>Select File(s)</i> you would like to attach/drag and drop multiple files into the window</p> <p>D) Click <i>Save</i></p>	
<p><b>Step 3</b></p> <p><b>Identify attachment</b></p> <p>A) Enter any optional Category</p> <p>B) Enter Description fields to help identify the file.</p> <p>C) <i>If you have already sent the referral and are adding additional files, you can select any of the providers and send the uploaded files to them from this screen</i></p> <p>D) Once finished click the Save button</p>	

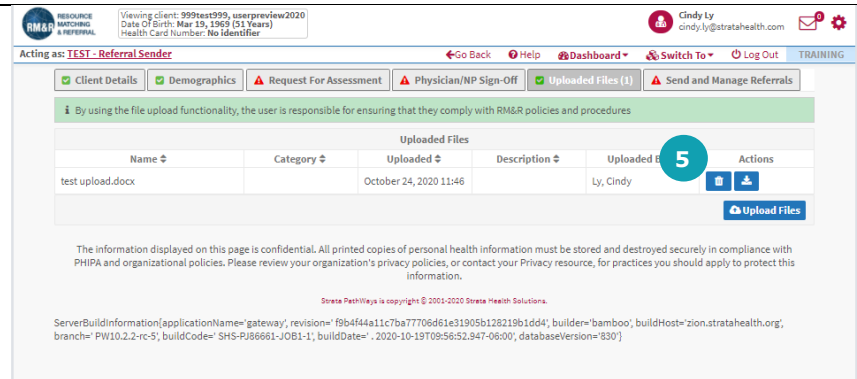
## Step 5

### Action uploaded files




The attached file will appear under the Uploaded Files table. Under the Actions column, you can:

- Delete the file by clicking  on the button.
- Download the file by clicking on the  button

Please note: when you delete a file, it will remain on the record (greyed out) for historical auditing purposes. Deleting the file will remove it from all receiving service providers



The screenshot shows the Strata Health Referral Sender interface. At the top, there is a header with the RIM logo, client information (999test999, userpreview2020), and user details (Cindy Ly, cindy.ly@stratahealth.com). Below the header, there are navigation tabs: Client Details, Demographics, Request For Assessment, Physician/NP Sign-Off, Uploaded Files (1), and Send and Manage Referrals. A green banner below the tabs states: "By using the file upload functionality, the user is responsible for ensuring that they comply with RM&R policies and procedures". The main content area features an "Uploaded Files" table with the following data:

Name	Category	Uploaded	Description	Uploaded By	Actions
test upload.docx		October 24, 2020 11:46		Ly, Cindy	  

Below the table, there is a blue "Upload Files" button. At the bottom of the page, there is a confidentiality notice and server build information.