Attach a File

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

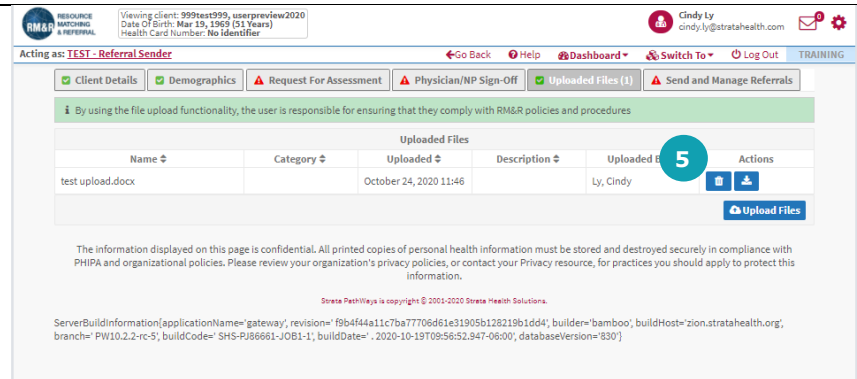|	
Step 1 **Access patient referral** For more details on how to access existing patient profile, please review the ***Edit or Update guide.***	
Step 2 **Upload files** A) Click the ***Uploaded Files*** tab B) Select ***Uploaded Files*** button C) ***Select File(s)*** you would like to attach/drag and drop multiple files into the window D) Click ***Save***	
Step 3 **Identify attachment** A) Enter any optional Category B) Enter Description fields to help identify the file. C) *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* D) Once finished click the Save button	

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