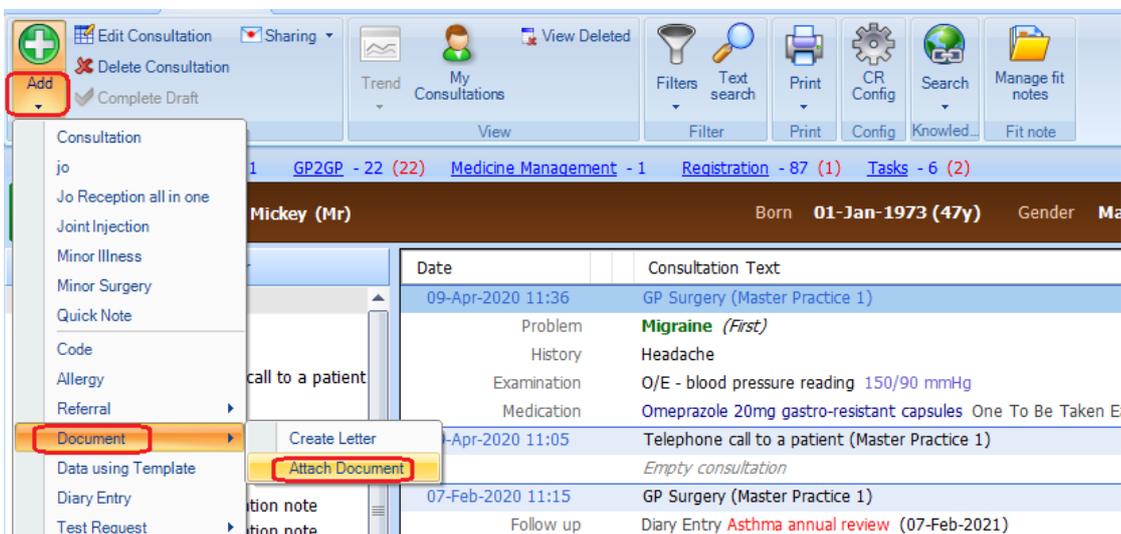


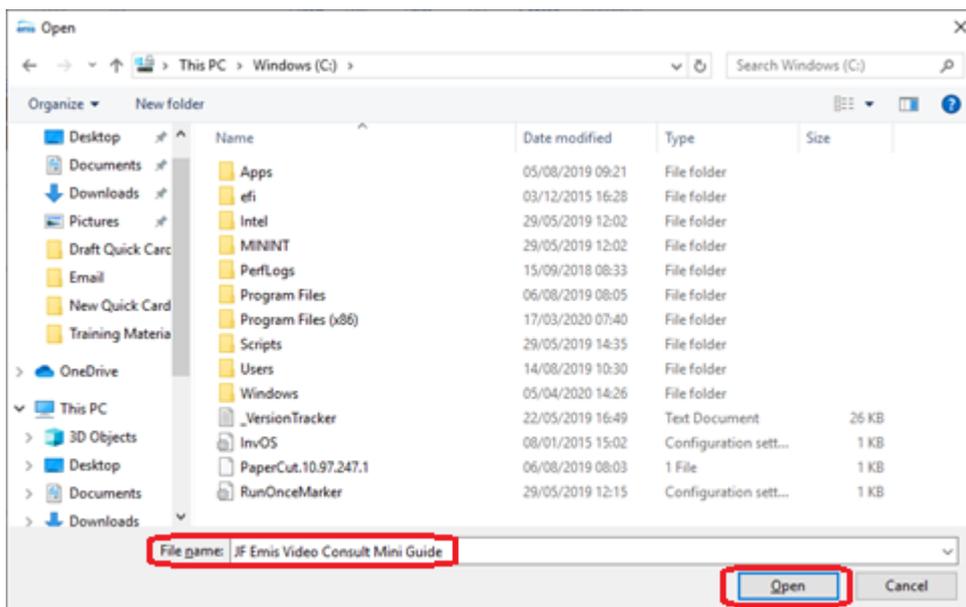
## NECS Clinical Systems Specialist Team EMIS Web – Adding an Attachment

### Adding an Attachment to a Patient Record

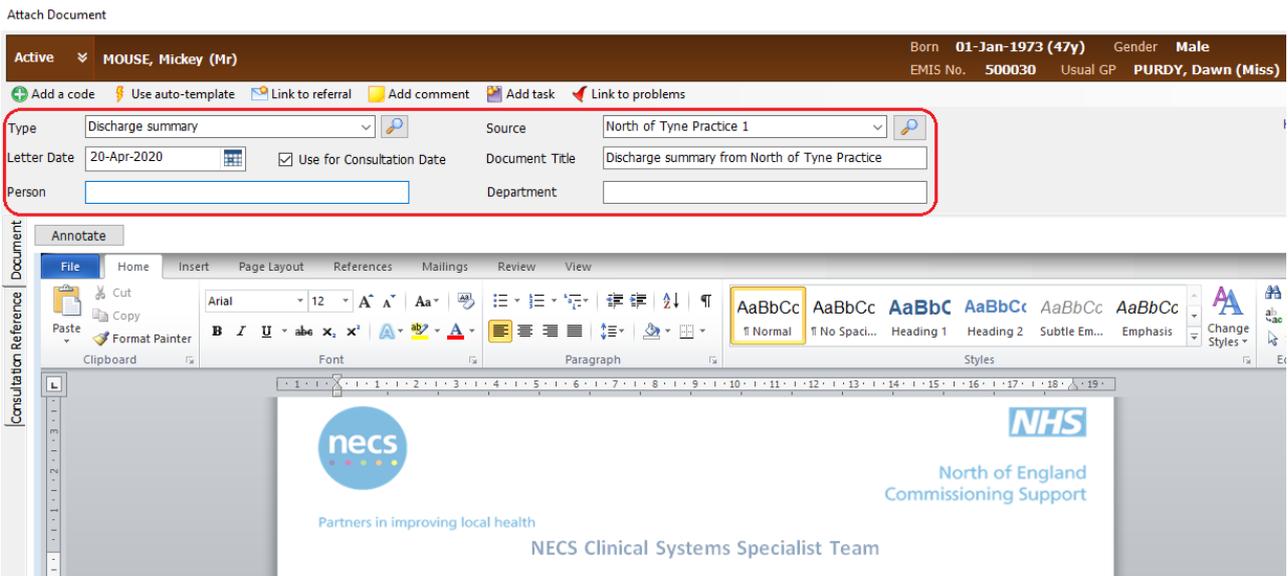
1. Find the patient you wish to add an attachment to, and go in to **Care Record**
2. Click the down arrow at the bottom of the **Add** button, select **Document** and then select **Attach Document**



3. The file explorer window will be displayed to allow you to select the file and its location that you wish to add to the patient record. Highlight the file and click **Open**



4. The **Attach Document** screen will be displayed with your document in the main section. The following items should be completed:
  - a. **Type** – select type of document or search for one if not already in the list e.g. Hospital Discharge. Note the term you select here is added as a coded entry to the patient record
  - b. **Source** – select where document is from or search for a source if not already in the list
  - c. **Letter Date** – select date of letter or accept today's date (tick **use for consultation date** if you want the letter date to also be the date of your consultation)
  - d. **Document Title** – this will be pre-populated based on **type / source / date** but can be edited to whatever you want to call the document you are attaching
  - e. **Person** and **Department** can be used if appropriate



5. If you want to send a coding task (this allows someone to add read codes to the document / patient record) to a clinician or a coding team, tick **create coding task** box and select the **urgency** and the relevant **user/team**
6. If you want to send a filing task (this allows someone to action the document e.g. add medication to the patient record) to a clinician or filing team, tick **create filing task** box and select the **urgency** and the relevant **user/team**

**Note:** you can send just a coding task, just a filing task or a coding task and a filing task to different users / teams at the same time



7. Click **File** to add the document and send any selected workflow tasks
8. The document will appear in the patients care record in **consultation, care history** and **document** sections