

# Upload file to patient record

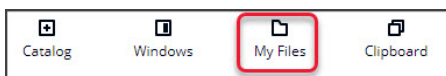
Last Modified on 12/12/2024 11:51 am AEDT

Upload a patient's file from your local workstation to Zedmed Cloud, then attach the file to that patient's clinical record under Incoming Documents.

The Incoming Documents destination supports PDF, DOC and RTF file types.

To upload a patient file:

1. Select the **My Files** icon on the Zedmed Cloud menu.



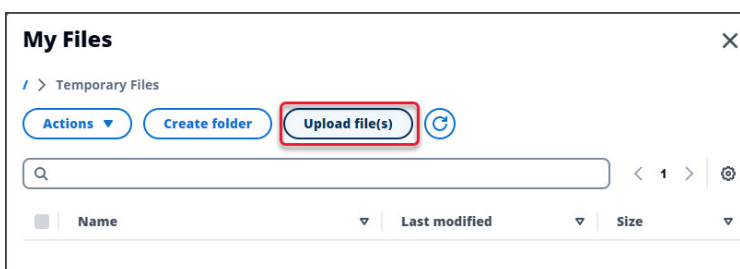
The **My Files** screen will open and show 3 folders.

2. Select the **Temporary Files** folder.

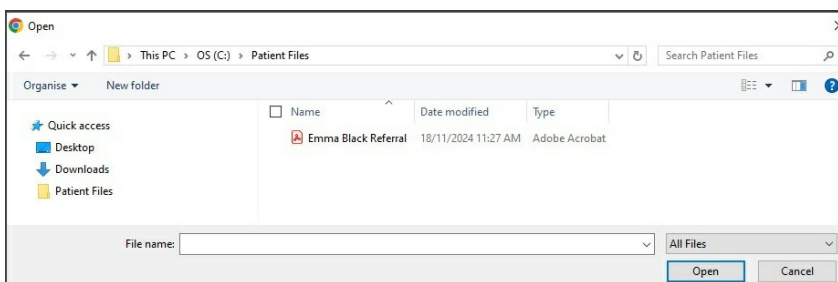
This folder shows files uploaded in your current cloud session.



3. Select **Upload Files**.



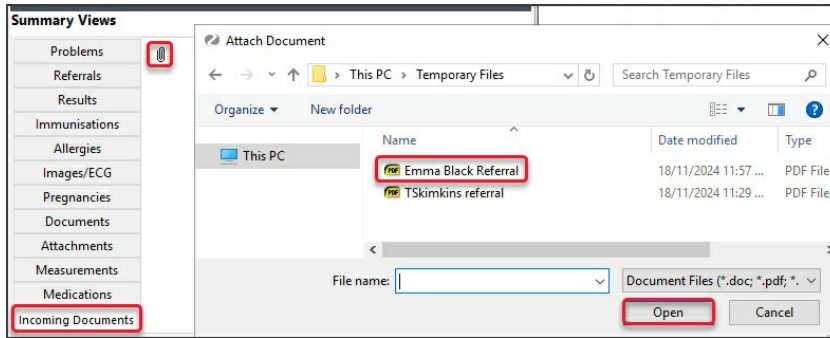
4. On your local PC, browse to the file you want to upload.
5. Select and upload the file. The file will appear in the **Temporary Files** cloud folder.



6. Open the patient's record in Zedmed **Clinical**.
7. Select the **Incoming Documents** tab under **Summary Views**.
8. Select the paperclip icon.

The Windows Explorer screen will open.

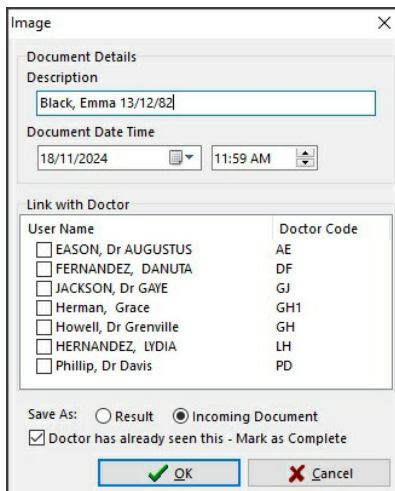
9. Select **This PC** on the right.
10. Open the **Temporary Files** folder.
11. Select and **Open** the file.



The **Document Details** screen will open (see below)


12. For the **Description**, change the file name to display **Referral UAT, John dd/mm/yy**.
13. Select the **Incoming Document** radio button.
14. Select the **OK** button.

The other selections are based on the specific circumstances.



The file is now in the patient's **Incoming Documents** tab.

**Summary Views**

Problems	 Sort By <input type="text" value="Date"/>
Referrals	
Results	
Immunisations	
Allergies	
Images/ECG	
Pregnancies	
Documents	
Attachments	
Measurements	
Medications	
Incoming Documents	

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