

From the Office of Health Informatics Oracle Health (Cerner)Millennium Attaching a PDF Document to a Message

April 23, 2025

Providers and clinical staff have the ability to attach a PDF document to messages sent in the Patient Portal or other staff in the practice and/or systemwide.

Attaching a PDF Document:

On occasion, questionnaires, educational material, or scanned received records may need to be shared with patients and/or other staff that are in PDF format.

- Staff will need to use the PC version of Message Center to view these documents. Scanned NOTE: and/or interfaced PDF format documents are not compatible with the cloud version of Message Center so they cannot be viewed in Cerner Mobile.
- \geq Attaching from Desktop or Documents
- **STEP 1:** Initiate the Patient Portal or New Message as usual.
- **STEP 2**: In the attachments section, click Other Attachments.
- **STEP 3:** Click Browse.
- STEP 4: Click arrow in front:
 - This PC
 - Local Disk (C: on Device ID)
 - Users
 - Username
 - OneDrive Northern Light Health
- **STEP 5**: Click **Desktop** or **Documents**.
- Click the desired PDF document, then click Open. **STEP 6**:
- **STEP 7:** Select Attach, then OK.
- **STEP 8:** Document will be listed as an attachment in the Attachments section.



- NOTE: Clicking the Red X will remove the attachment.
- <u>STEP 9:</u> Complete message as usual.
- Attaching from W Drive
- **STEP 1:** Initiate the Patient Portal or New Message as usual.
- **STEP 2**: In the attachments section, click **Other Attachments**.

	New Message			
	Task Edit			
	📍 High 🐧 Notify 🏼 Message Journal 🦾 Portal Options 🛛 Message View Summary View			
	Patient: TESTING, ZZPROD33 Caller: TESTIN			
	Attachments Other Attachment			
Attachments Choose a file to attach:				
	Browse			



Attachments	· · · · · · · · · · · · · · · · · · ·
Transition of Care	Browse Docury ts

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- **<u>STEP 3</u>**: Click **Browse**.
- **<u>STEP 4</u>**: Click arrow in front:
 - Network
 - Client\
 - W\$
 - Select MO
 - Select appropriate folder, then sub-folder if needed.
- <u>STEP 5</u>: Click on the desired **PDF document**, then click **Open**.
- **<u>STEP 6</u>**: Select **Attach**, then **OK**.
- **<u>STEP7</u>:** Document will be listed as an attachment in the **Attachments** section.
- NOTE: Clicking the Red X will remove the attachment.
- **<u>STEP 8</u>**: Complete message as usual.

🗹 💣 Network	
🔽 💻 Client\	
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File name:	All Supported Formats (*.doc.*. ~
	Upen Cancel

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.