

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.

**NOTE:** Staff will need to use the PC version of Message Center to view these documents. Scanned and/or interfaced PDF format documents are not compatible with the cloud version of Message Center so they cannot be viewed in Cerner Mobile.

#### ➤ 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**.
- STEP 6:** Click the desired **PDF document**, then click **Open**.

**STEP 7:** Select **Attach**, then **OK**.

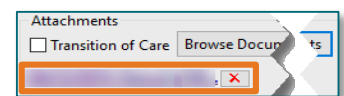
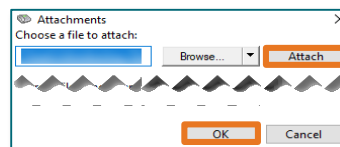
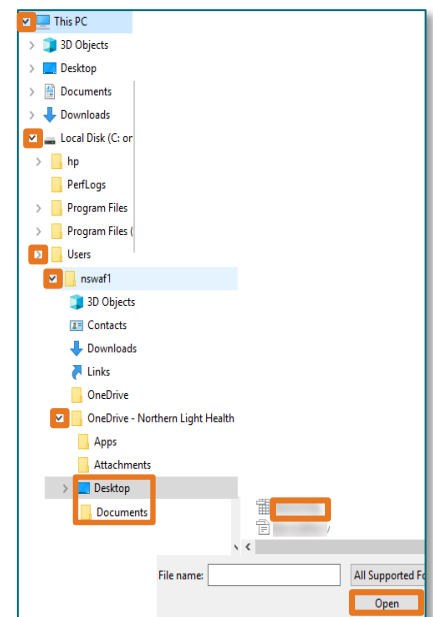
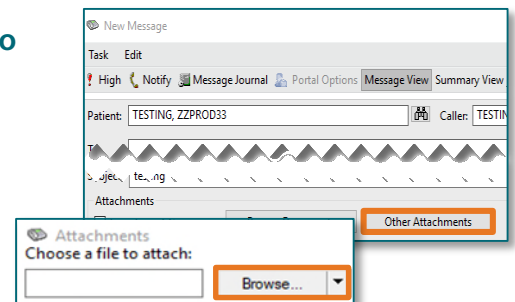
**STEP 8:** Document will be listed as an attachment in the **Attachments** section.

**NOTE:** Clicking the **Red X** will remove the attachment.

**STEP 9:** 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**.



**STEP 3:** Click **Browse**.

**STEP 4:** Click arrow in front:

- **Network**
- **Client\**
- **W\$**
- **Select MO**
- **Select appropriate folder, then sub-folder if needed.**

**STEP 5:** Click on the desired **PDF document**, then click **Open**.

**STEP 6:** Select **Attach**, then **OK**.

**STEP 7:** Document will be listed as an attachment in the **Attachments** section.

**NOTE:** **Clicking the Red X will remove the attachment.**

**STEP 8:** Complete message as usual.

