

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.

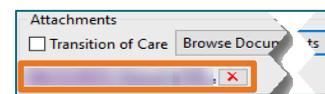
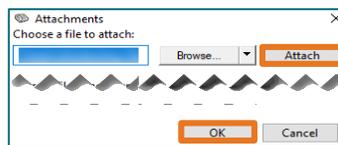
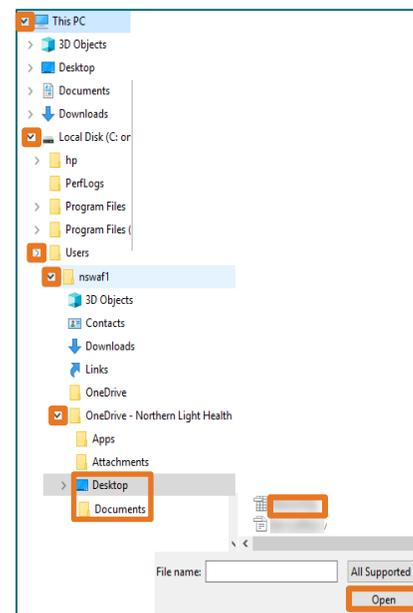
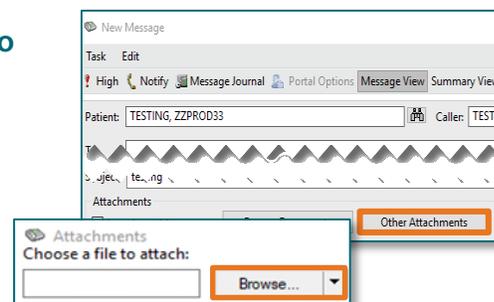
NOTE: Clicking the **Red X** will remove the attachment.

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.

