

MEDVIEWER – FILE UPLOAD UNRELATED TO AN ENCOUNTER

Only documents that you would have filed in the patient’s previous physical record or uploaded to Panda should be directly uploaded.

Sometimes it is beneficial to upload a file directly into the system which is unrelated to an encounter.

Uploaded files appear as a Bundle.

Do NOT use this functionality for paperwork which relates to patient encounters e.g. Outpatient or Inpatient/Daycase activities.

Whilst in the patient’s Health Record, click the **Arrowed Paper** icon in the Patient Block, top-left



The **Direct Upload** pop-up window displays:

IMPORTANT: Check that you have the correct patient record before proceeding.

Only the following file types are valid:

PDF/PDFA, JPG, PNG, TIFF and DOC/DOCX

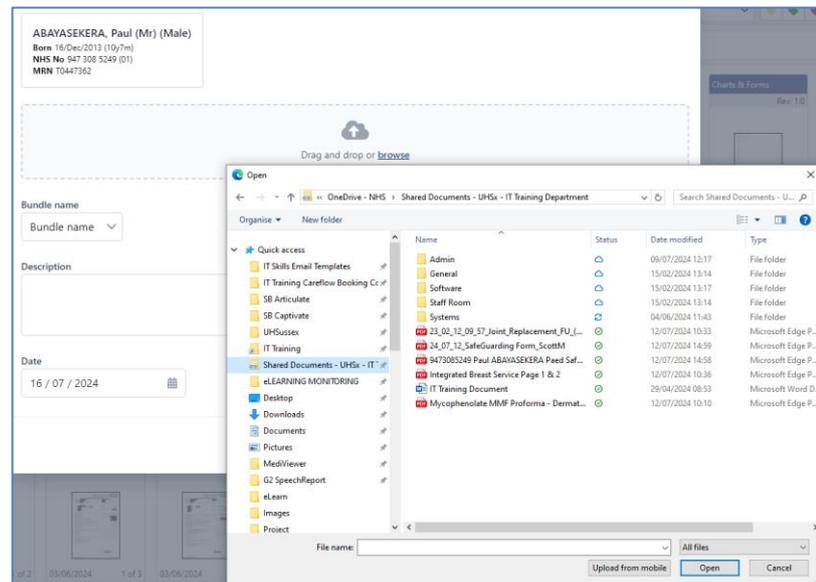
Please note: Always make sure files of patient data are not stored directly on your PC but held within your Departmental folder (whether on a network drive or MS Teams file structure).

Browse Method

When making preparations to upload a file into MediViewer, make sure it is named meaningfully.

Click on the **browse** link to open a dialogue window to navigate to then

The **dialogue window** opens so you can navigate to the required file:

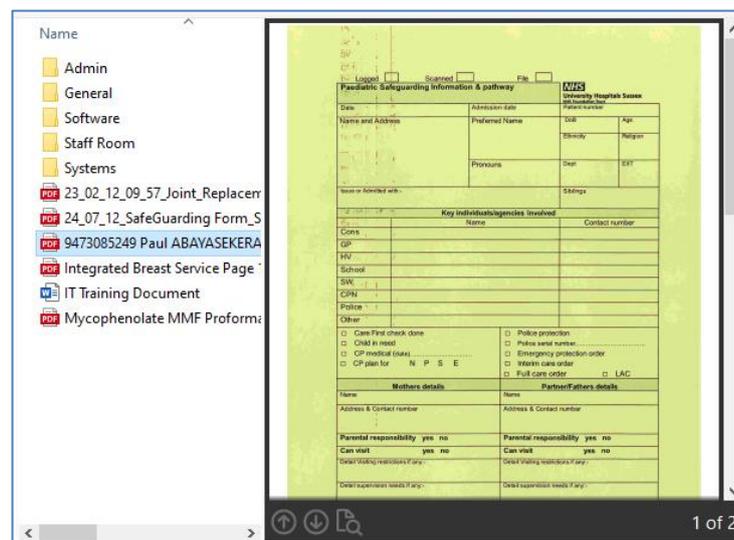


Click on the Preview Pane icon, if it is not currently visible



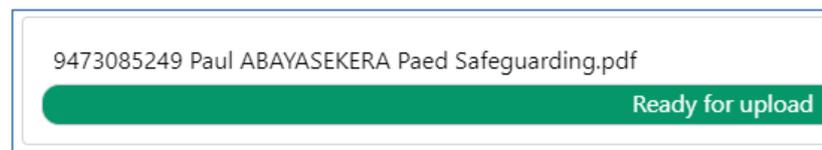
Then select the correct file

The Preview Pane now displays:



With the right file, selected, click **Open**

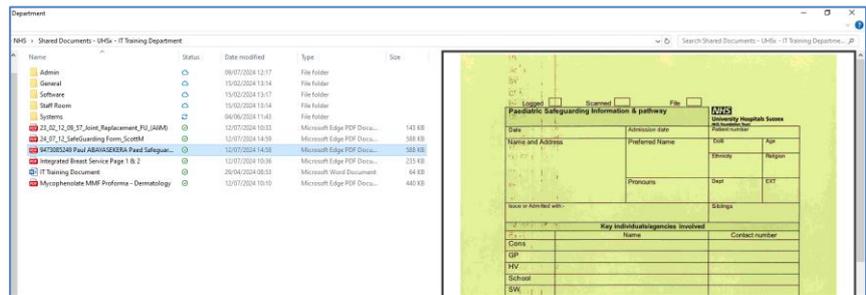
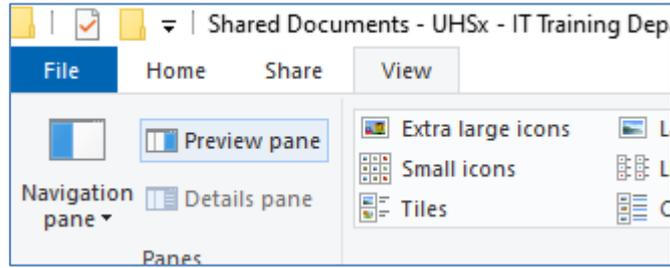
The file now shows as being ready:



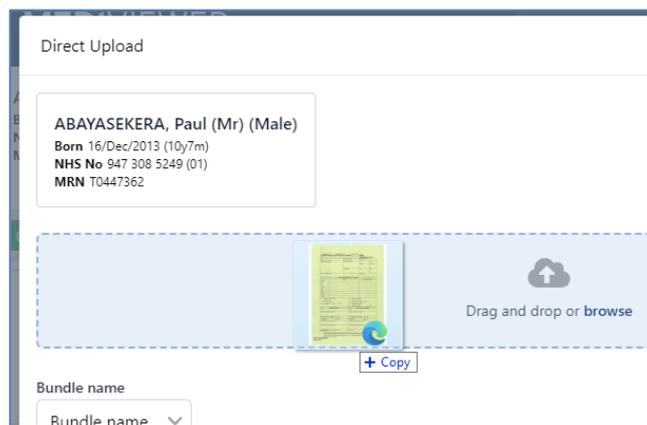
Please continue to Page 4 for the rest of the instructions.

Drag and Drop Method

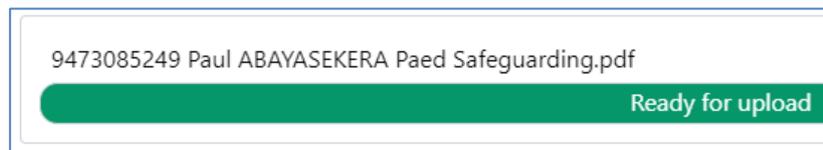
When making preparations to upload a file into MediViewer, make sure it is named meaningfully so it is easy to select and always set the Preview Pane to on, in the **View Tab** of Explorer, so you are able to check you have the right document before proceeding



Drag-and-drop the file into the dotted box



The file now shows as being ready:



Please continue to Page 4 for the rest of the instructions.

FILE UPLOAD UNRELATED TO AN ENCOUNTER continued

Set the required Bundle type (Name) from the list

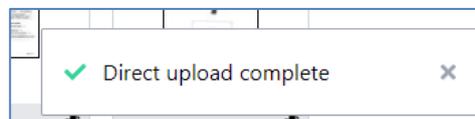
Type in a Description to add further context.

IMPORTANT: When uploading files unrelated to an encounter, backdate the Date field to the date the document(s) was completed. If the date is left as today's date, that is where the Bundle will appear within the patient's Health Record chronologically.

Click the **Upload** button



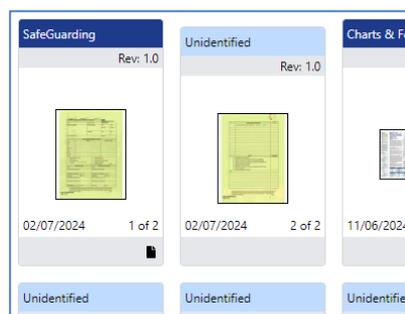
The **Upload Successful** pop-up usually displays:



The Bundle will not appear immediately, only when the screen is refreshed.

(press the **F5** key on the keyboard or refresh icon on your browser)

... and the Bundle should now appear in the Health Record:



Please note: Some uploaded files may also need to be tagged. If you are one of those users, please see the **Add or Remove Tags** guide.

Note: If a file is uploaded to the wrong patient, please report to Health Records using the Report a Problem function, when in Page View from the **Settings Cog** – see the **Report a Scanning Issue** guide for more details.