MEDIVIEWER – FILE UPLOAD AGAINST AN ENCOUNTER

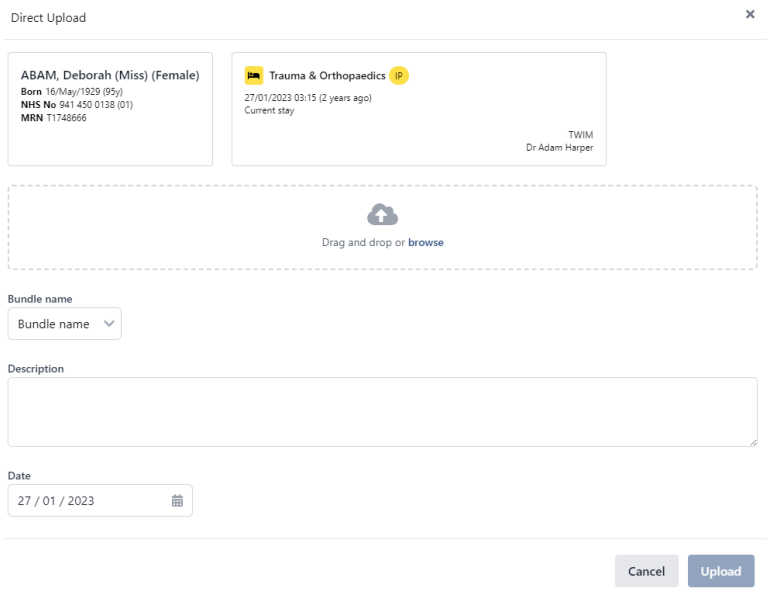
Only documents that you would have filed in the patient's previous physical record or uploaded to Panda should be directly uploaded.

Sometimes it is beneficial to upload a file directly into the system related to an encounter. Examples of this are listed below:

- You want the documentation to be available now as opposed to sending back to Health Records
- Health Records scanned in this encounter's documentation, but you have found missed papers in department that should have been scanned with them

Uploaded files appear as a Bundle.

Do NOT use this functionality for paperwork which is unrelated to patient encounters e.g. Safeguarding.

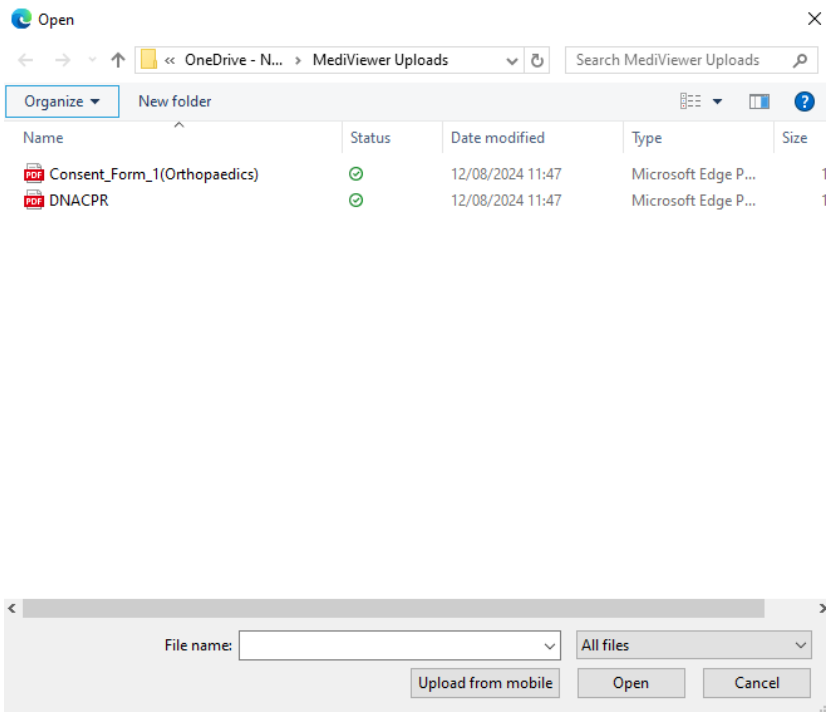
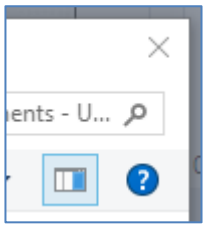
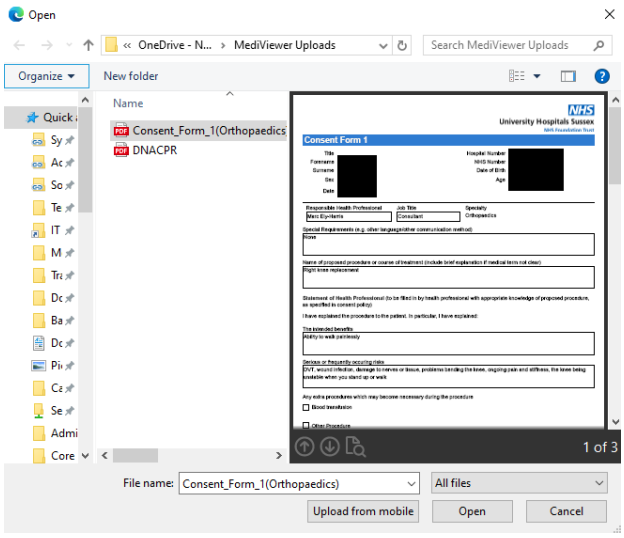
Whilst in the patient's Health Record, scroll to find the Encounter you need or use the **Funnel** icon in the Encounter View to filter the list	If using the **Funnel** icon, please see the **Filter the Encounter View** guide for further details.
Click the **Arrowed Paper** icon against the relevant encounter	The **Direct Upload** pop-up window displays with the Encounter on display: **IMPORTANT:** Check that you have the correct patient record and Encounter before proceeding. 

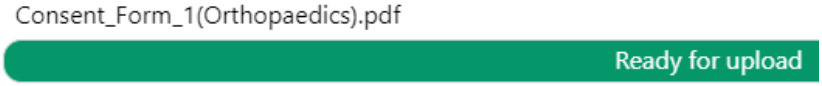
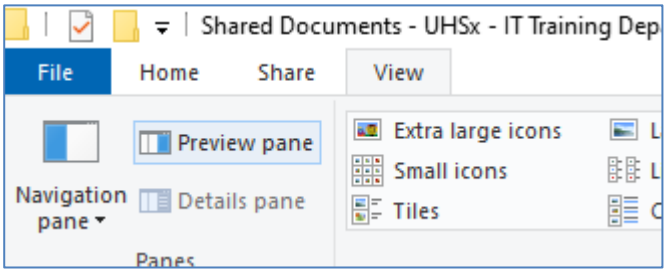
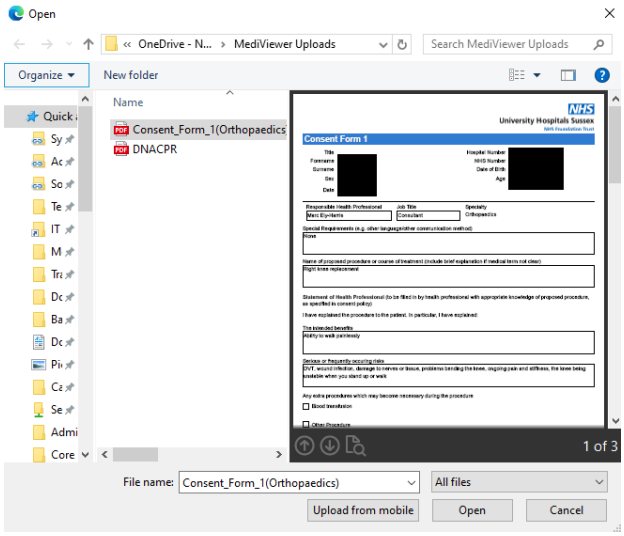
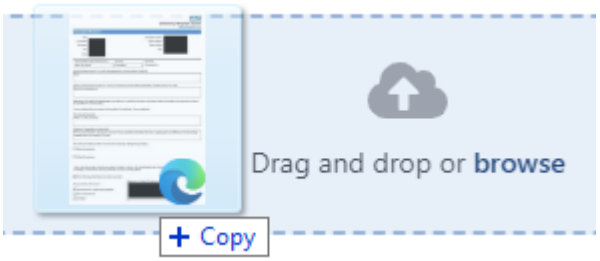
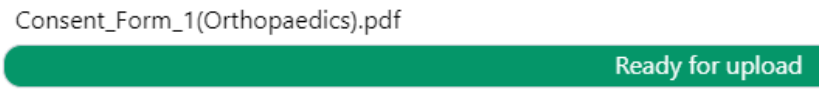
	Only the following file types are valid: PDF/PDFA, JPG, PNG, TIFF and DOC/DOCX

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 preparing 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.	

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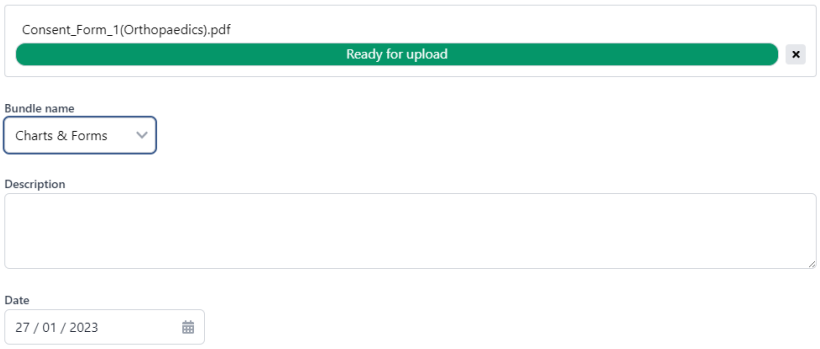
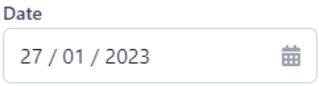
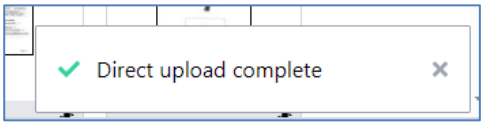
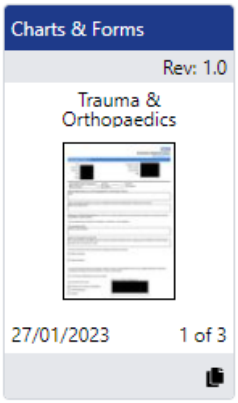
Set the required Bundle type (Name) from the list	Type in a Description to add further context.  **Please note:** For Inpatient files, you may wish to change the Date field to match the date the pages were completed. 
Click the **Upload** button 	The **Upload Successful** pop-up usually displays: 
The 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 and appear when the individual Encounter filter or Encounter View filter is selected. 

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