

Epic Link Uploading Documents Guide

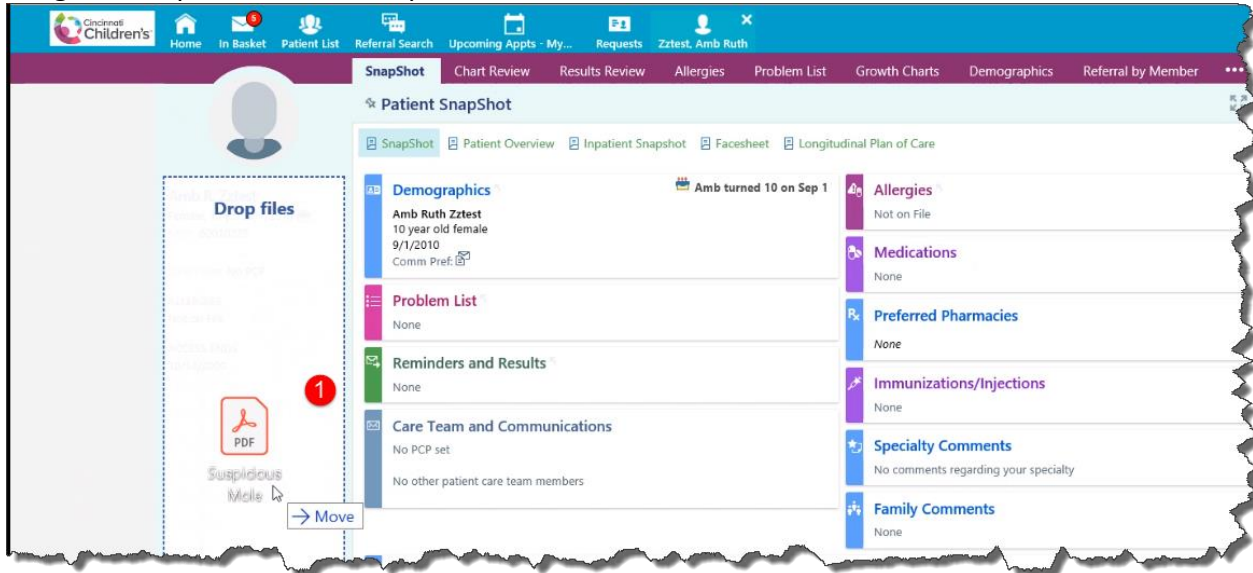
A change is coming that will allow you to upload the following file types in Epic Link:

- GIF, HTML, JPEG, JPG, PDF, PNG, TIF & TIFF
- Maximum size for each upload will be limited to 10MB

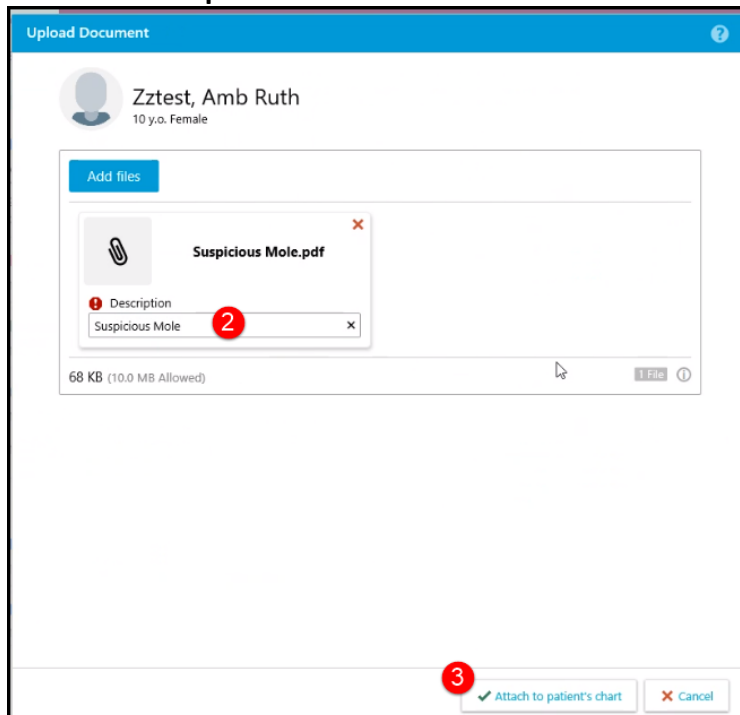
Uploading Documents

There are two different ways that you can upload a document from your patient's chart:

1. Drag and drop the file into the patient's chart.

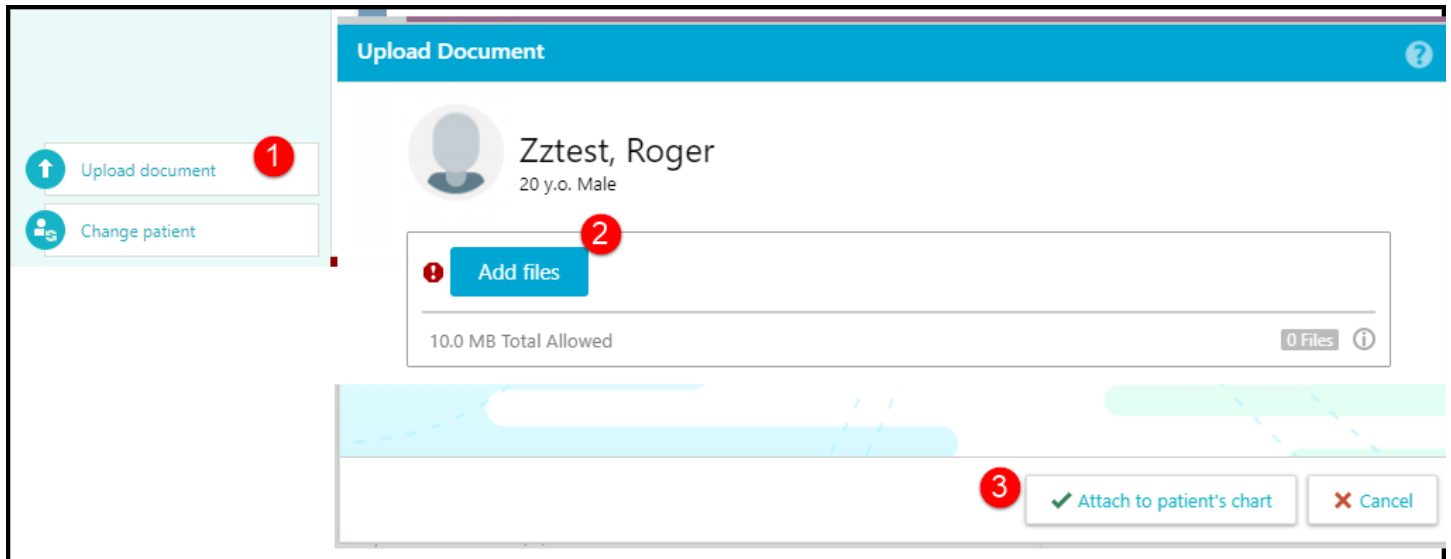


2. Give the file a description name.
3. Click **Attach to patient's chart**.



Or, you can upload a document this way:

1. Click on the **Upload document** button in the bottom left hand corner of the screen.
2. Click the **Add files** button and search for your file and give it a description name.
3. Click **Attach to patient's chart**



Review the Uploaded Document

1. From Chart Review, click on the **Media** tab. You may have to use the right arrow to scroll to find it.
2. Click on the date that you uploaded the document.
3. Click on the File link to review your file.

