

Healthy Homes and Lead Poisoning Surveillance System (HHLPSS)

Job Aid 3.14: Patient Attachments

You can use the **Patient Attachments** page to upload, download, and view electronic files associated with a patient record.

Step 1: Select the **Clinical** tab and find the patient [see [Job Aid 3.1: Find a Patient and Patient Information \(P-02299-3.1\)](#)]. Verify you have the correct patient by reviewing the patient information at the top of the screen (highlighted in yellow).

Name	HHLPSS ID	Date of Birth	Local ID	Address	Case Status	Jurisdiction
Jack Olantern	2018878	10/31/2017		1403 PRAIRIE ROSE Dr Su...	Open	Department of Pub...
Jill Olantern	2018924	1/1/2016		1403 Prairie Rose Dr Sun...	Open	Department of Pub...

Step 2: Click on **Patient Attachments** of the left side menu.

Step 3: Existing file attachments will be listed on the page.

- To download a file, click on the link associated with the file you want from the **File Name** column.
- You may view with downloading if the file type is compatible and the **View** link is active in the **View** column. Click an active **View** link to launch a browser window to view the electronic file.

File Name	Description	File Type	Date Uploaded	Owner	View
leadgroup.JPG	olantern. investigation picture	image/jpeg	11-08-2018	bortzm	View
A0b435e42-72d0-49ac-9b4a-cb668038fb66.pdf	olantern.jill. case management	application/pdf	11-08-2018	bortzm	View
A0d1f5cd3-f53d-4bc7-9e01-524cee92fac6.pdf	olantern.jill.address	application/pdf	11-08-2018	bortzm	View

Step 4: To upload a new file, click the **Add New File** button below the Patient Attachments listing or on the **Upload Attachments** on the left side menu.

HHL PSS
Healthy Homes and Lead Poisoning Surveillance System

(OLANTERN, JILL) DOB: 1/1/2016 ID#: 2018924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home Clinical Environmental Reports

Find Patient
Clinical Letters
Patient Info
Patient Address
Blood Lead Tests
Case Details
Case Exposure
Associated Persons
Other Blood Tests
Other Medical
Chelation
Notes
Patient Attachments
Upload Attachment

Patient Attachments

File Name	Description	File Type	Date Uploaded	Owner	View
leadgroup.JPG	olantern. investigation picture	image/jpeg	11-08-2018	bortzm	View
A00dbef47-1e1e-40c0-83c8-69f9ee16d499.pdf	olantern.jill. case manangement	application/pdf	11-08-2018	bortzm	View
A0b435e42-72d0-49ac-9b4a-cb666038fb66.pdf	olantern. address	application/pdf	11-08-2018	bortzm	View
A0d1f5cd3-f53d-4bc7-9e01-524cee92fac6.pdf	olantern.jill.address	application/pdf	11-08-2018	bortzm	View

Add New File

Step 5: The Upload Patient Attachment page is displayed. Click on the **Browse** button to search for the file you want to upload.

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Home Clinical Environmental Reports

Find Patient
Clinical Letters
Patient Info
Patient Address
Blood Lead Tests
Case Details
Case Exposure
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Other Blood Tests
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Notes
Patient Attachments
Upload Attachment

Upload Patient Attachment

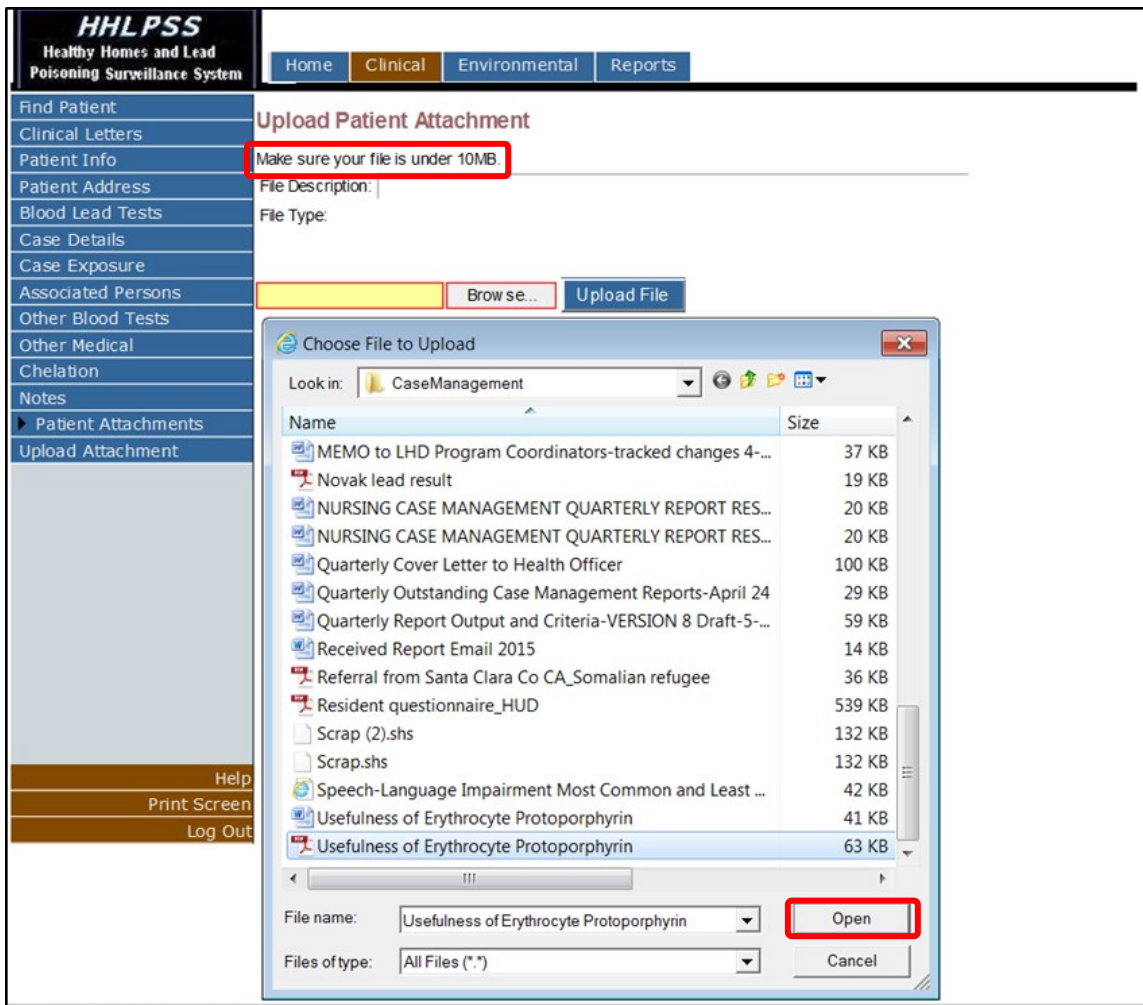
Make sure your file is under 10MB.

File Description:

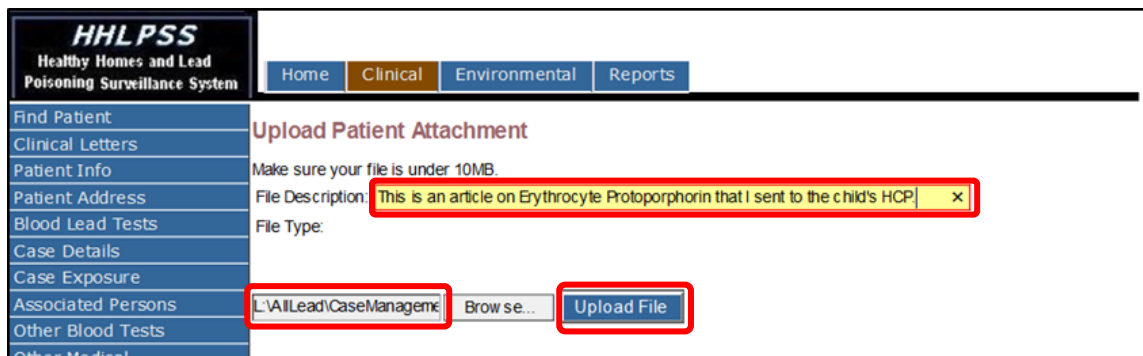
File Type:

Browse... **Upload File**

Step 6: Select the file from the **Choose File to Upload** pop-up box, then click the **Open** button.
Note: Each file must be less than 10 megabytes (MB) in size.



Step 7: Your file will display in the box next to the **Browse** button. Before uploading the file, you must type a description of the file you selected in the **File Description** box. Click the **Upload File** button.



Questions

Please contact the HHL PSS coordinator at 608-266-5817, or email [DHS Lead Poisoning Prevention](#).