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).

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.

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.

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

Step 6: Select the file from the **Choose File to Upload** pop-up box, then click the **Open** button.
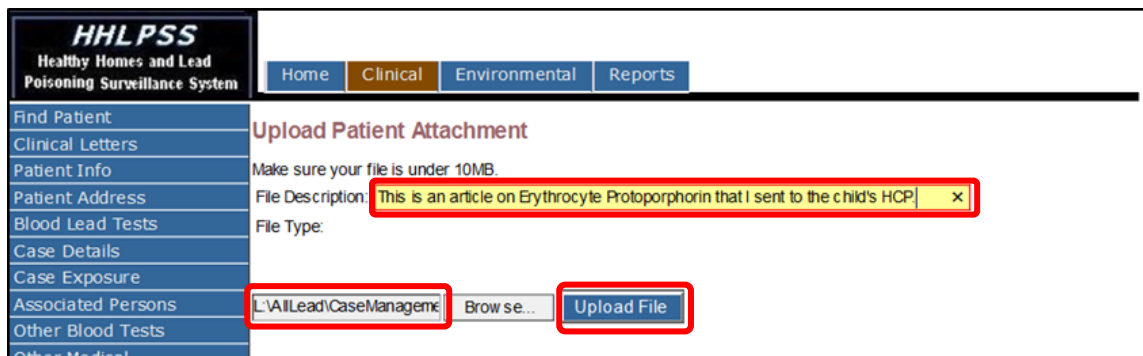**Note:** Each file must be less than 10 megabytes (MB) in size.
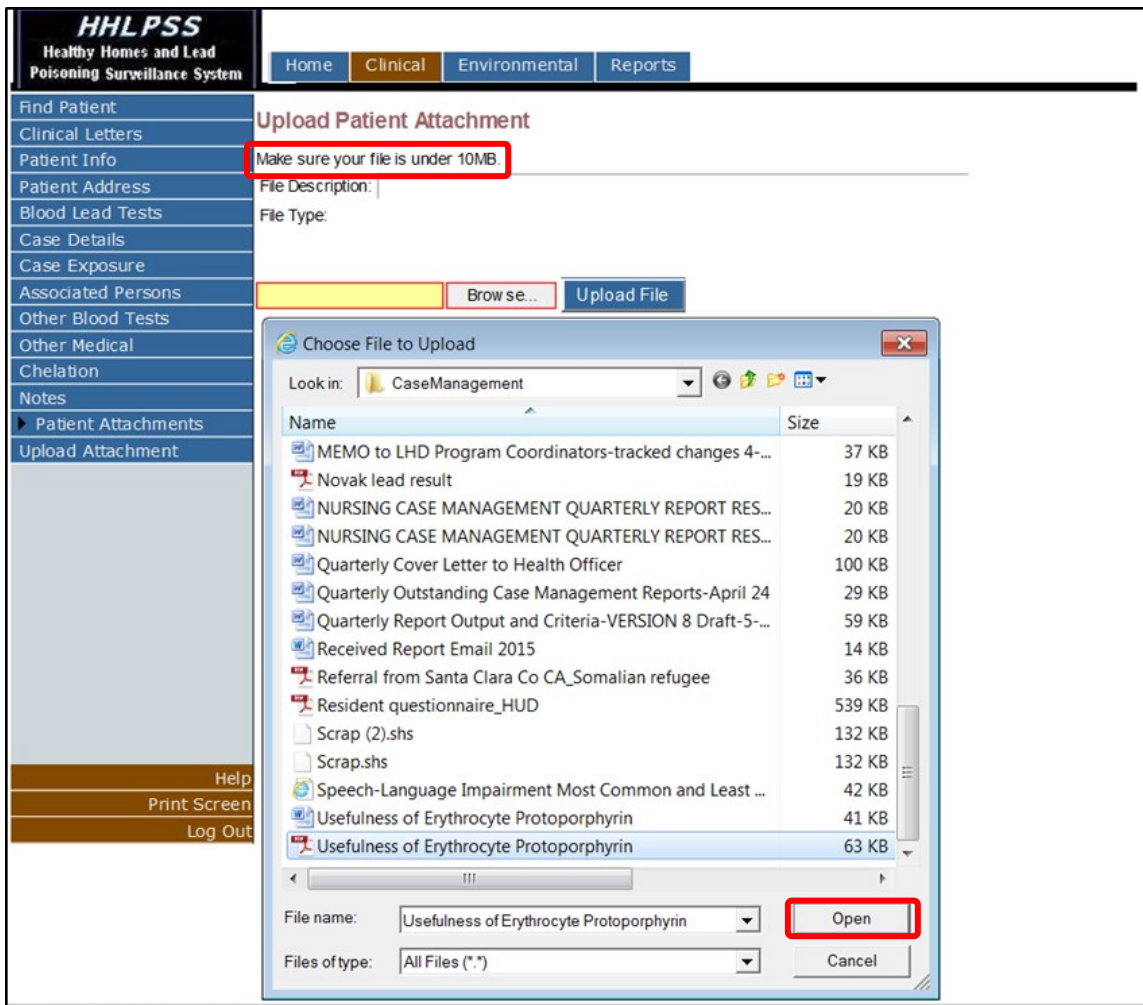
Step 7: Your file will display in the box next to the **Browse** button. Before uploading the file, you must type a description of the file you selected in the **File Description** box. Click the **Upload File** button.

Questions

Please contact the HHLPSS coordinator at 608-266-5817, or email DHS Lead Poisoning Prevention.