Instructions:

Attaching Documents/Results to an Intrahealth Patient Summary for Upload into EMR Connect

1. Create a Patient Summary
2. Click 'New Letter'
3. Choose 'Patient Summary'
4. Hit 'OK'
5. Print Patient Summary
6. Print to PDF
7. Save to Desktop
8. Go to 'Medical Records'
9. Go to 'Results'
10. Choose the Result
11. Print to PDF
12. Save as the SAME NAME as the Patient Summary PDF
13. A pop up box will appear – it will ask, "Do you want to append?"
14. Say 'YES' and it will append the document and create it as one PDF
15. Then upload summary via EMR Connect to PowerChart