

HEALTHCARE IT

Exa® PACS/RIS

Feature Summary

Add Documents from Physician and Attorney Portal

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Patient- and study-level documents are available in the physician and attorney portals.

Important: You can only access a patient if linked to at least one study for that patient.

Upload a document

- 1. Sign in to your portal.
- 2. Select the **Patient List** button.
- 3. Select the Upload Patient Document button.



View a document

Select the **View Document** icon of the document you want to view.

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Add a document

- 1. Select the **Upload Patient Document** button.
- 2. Select the **Document Type**.
- 3. Select the **SELECT** button, and then browse for the document to add.
- 4. Select **UPLOAD**.



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Optional:

- Select a study from the **linked study** to upload the document at the study level instead of the patient level.
- Add a note (visible in both Exa PACS/RIS and the portal).