


Exa® PACS/RIS

Feature Summary

**Add Documents from Physician and Attorney
Portal**

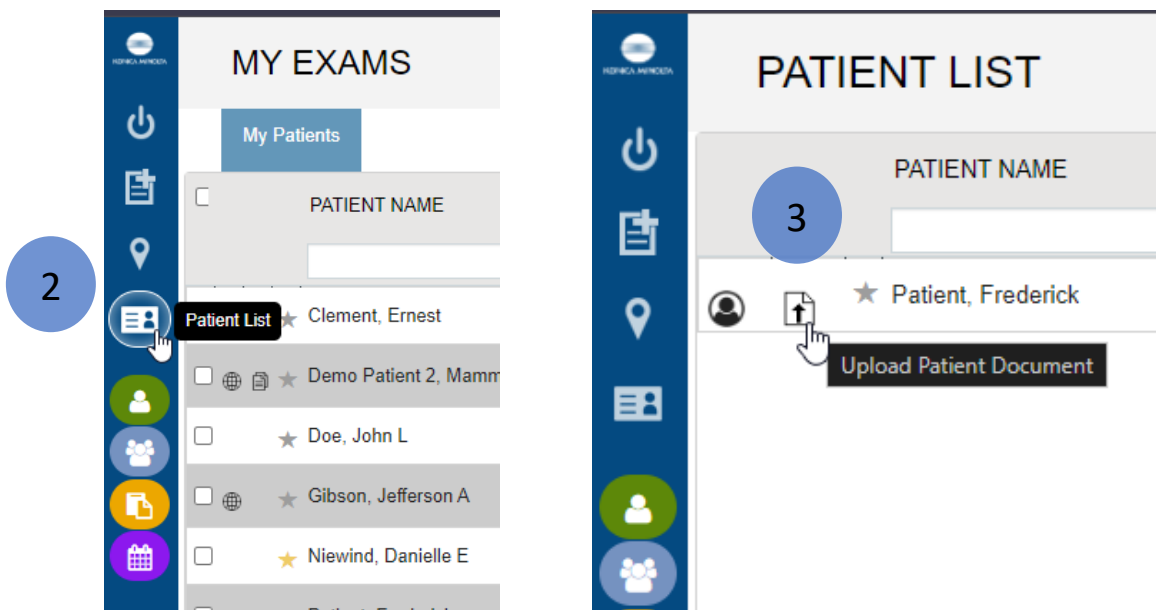
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Patient- and study-level documents are available in the physician and attorney portals.

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

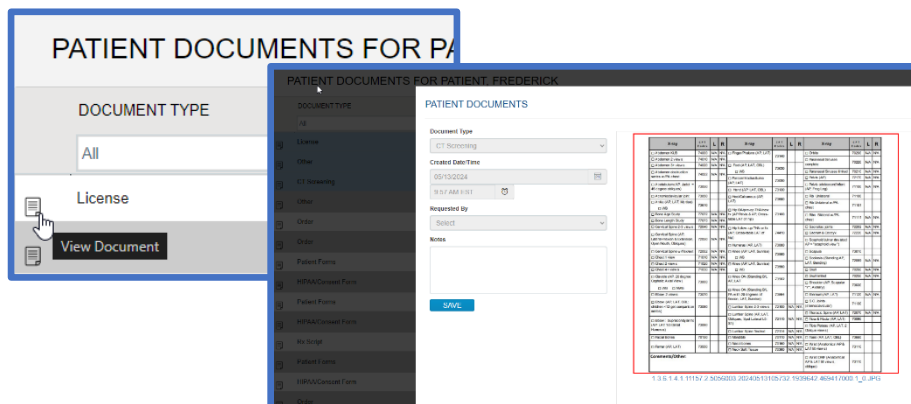
Upload a document

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



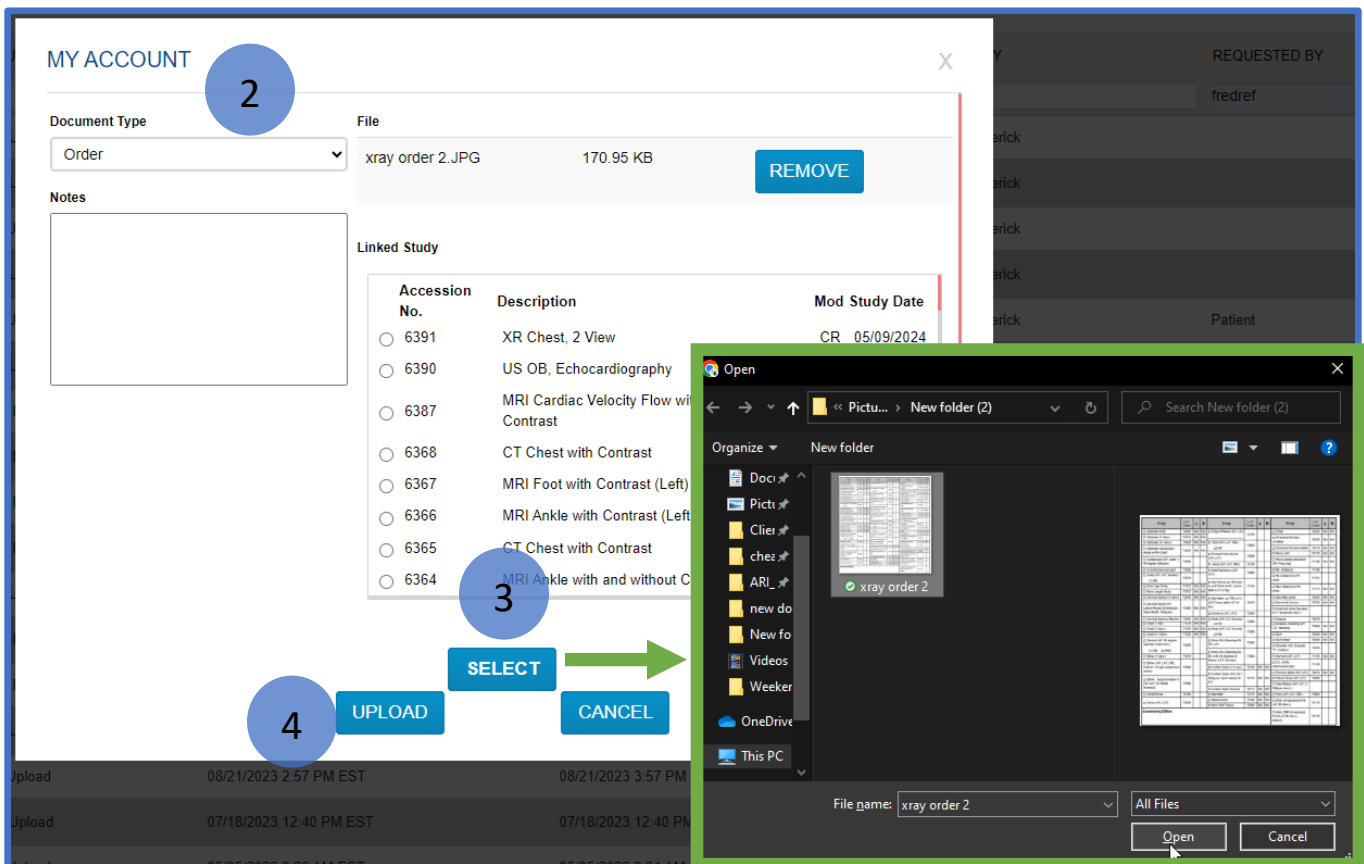
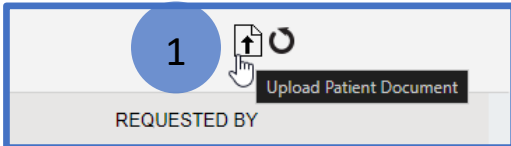
View a document

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



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**.



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).