

Providers and clinical staff have the ability to attach a PDF document to messages sent in the Patient Portal.

Attaching a PDF Document:

On occasion, questionnaires or educational material that needs to be shared with the patient is in a PDF format. This document can be added to the Patient Portal Message to reduce time spent on completing questions and answers during the face-to-face visit.

STEP 1: Initiate the Patient Portal Message as usual.

STEP 2: In the attachments section, click **Other Attachments**.

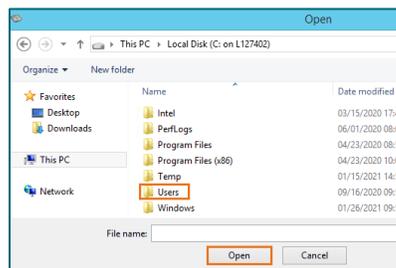
STEP 3: Click **Browse**.

STEP 4: Click **This PC**.



STEP 5: Click **Local Disk** with the Device ID of the device on which you are working, then click **Open**.

STEP 6: Click **Users**, then click **Open**.



STEP 7: Click your **Username**, then click **Open**.

STEP 8: Click **OneDrive - Northern Light Health**, then click **Open**.

