

From the Office of Clinical Informatics Cerner Millennium Attaching a PDF Document to a Patient Portal Message

February 2, 2021

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.

- **<u>STEP 1</u>**: Initiate the Patient Portal Message as usual.
- **<u>STEP 2</u>**: In the attachments section, click **Other Attachments**.
- **STEP 3:** Click **Browse**.
- **STEP 4:** Click **This PC**.



- **<u>STEP 5</u>**: Click **Local Disk** with the Device ID of the device on which you are working, then click **Open**.
- **<u>STEP 6</u>**: Click **Users**, then click **Open**.



- **<u>STEP 7</u>**: Click your **Username**, then click **Open**.
- **STEP 8:** Click **OneDrive Northern Light Health**, then click **Open**.

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📝 Links	12/08/2022 08:46	File folder
👪 Music	12/08/2022 08:46	File folder
OneDrive	07/13/2022 16:44	File folder
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From the Office of Clinical Informatics Cerner Millennium Attaching a PDF Document to a Patient Portal Message February 2, 2021 Page 2 of 2 STEP 8: Click Desktop, then click Open.

<u>STEP 9</u>: Click on the desired **PDF document**, then click **Open**.

<u>STEP 10</u>: Select **Attach**, then **OK**.

- **STEP 11:** Your document will be listed as an attachment in the **Attachments** section.
- <u>NOTE</u>: Clicking the Red X will remove the attachment.
- **<u>STEP 12</u>**: Complete your message as usual.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical
Informaticist. For any other questions please contact the Customer Support Center at:
207-973-7728 or 1-888-827-7728.

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