

## MyChart | Your Interactive Health Record

# Steps to Upload Your Images or Documents Using MyChart Via Personal Computer (PC) or Mobile Device

If there are images or documents you'd like to share with your provider during your visit, you may upload up to a total of five files.

### Add Images or Documents Using a PC

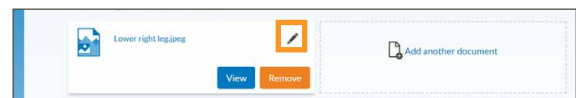
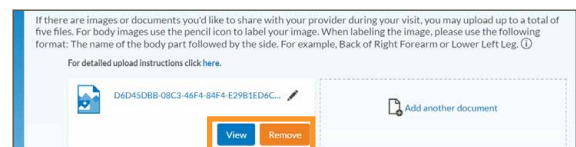
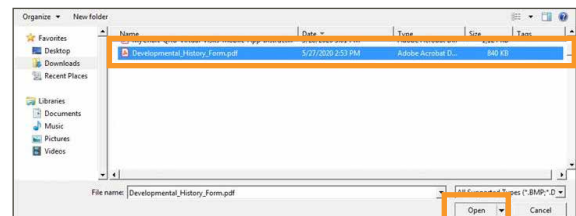
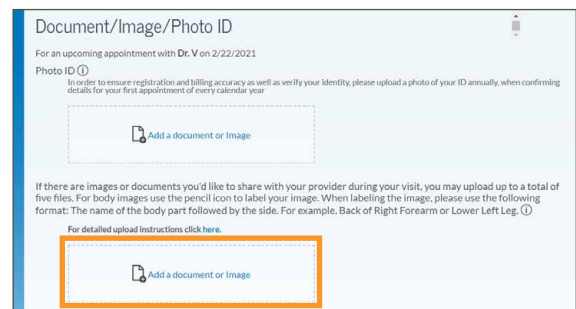
- Once you reach the Upload page:
  - Click **Add a document or image** to upload an image or document for your upcoming appointment.

**Files should be saved to your PC as separately, in one of the following formats (e.g...bmp, .doc, .docx, .jpeg, .pdf, .png, .tif or .tiff).**

**Please have the files saved and accessible on your PC prior to starting your upload process.**

- Locate the document file saved to your PC.
  - Select the file and click the **Open** button.
- Document files should now be uploaded. Click the **View** button to review the document file(s) or the **Remove** button if you need to delete and upload the file again.
- Use the **pencil icon** to add a descriptive label for your image or document. When labeling an image, please use the following format: The name of the body part followed by the side (*Example: Back of Right Forearm or Lower Leg Left*).
- Click the **Continue** button to save your files.

**Document(s) will be submitted for clinical review.**



## Add Images or Documents Using a Mobile Device

1. Once you reach the Upload page:

- Tap **Add a document or Image** to upload an image or document for your upcoming appointment.

**You will need to have image or document files on your mobile device. If you do not have images available, you will have the option of capturing images or documents using your mobile device during the upload process.**

2. Choose one of the following options to upload the image or document.

- **Locate a previously taken photo** of your image or document.
- **Take a photo** of your image or document.
- **Browse your storage** to locate your image or document.

3. The image or document file should now be uploaded. Click the **VIEW** button to review the document file(s) or the **REMOVE** button if you need to delete and upload the file again. Repeat Step 4 if you have additional files to upload.

4. Tap the **pencil icon** to add a descriptive label for your image or document. When labeling an image, please use the following format: The name of the body part followed by the side (*Example: Back of Right Forearm or Lower Leg Left*).

5. Tap the **Continue** button.

6. Tap the **Submit** button to save your files.

**Document(s) will be submitted for clinical review.**

