

How do I attach document through message?

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To attach a document to a message, follow the steps below.

From Document Management

1. Navigate to Document Management: **Practice Management > Document Management**.
2. Use the **Patient Finder** to search for the patient.
3. From the Document List panel on the left, select the document you want to send.
4. Click the **Send** button.
5. A new message opens. The attached document will be located under **Attachments**. Complete the message as usual.

From a Message

1. [Create a message](#).
2. Click on the **Attach document(s)** button.
3. This will open the Search for Documents window. **Select** the document. To add more than one document, press the **Ctrl** button on your keyboard and click on additional documents.
4. Click the **Use Selected Document(s)** button.
5. The attached document(s) will be located under **Attachments**. Complete the message as usual.