

OP Mobile: Uploading Files

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About

All OP Mobile Users have access to the **Upload File** feature so that they can upload a Photo ID, Document, or Encounter image. While files can be uploaded from OP Mobile, they can't be viewed. Uploaded files can only be viewed in OP. Below you'll learn how to do the following in OP Mobile:

Upload a Photo ID (Patient Photo)

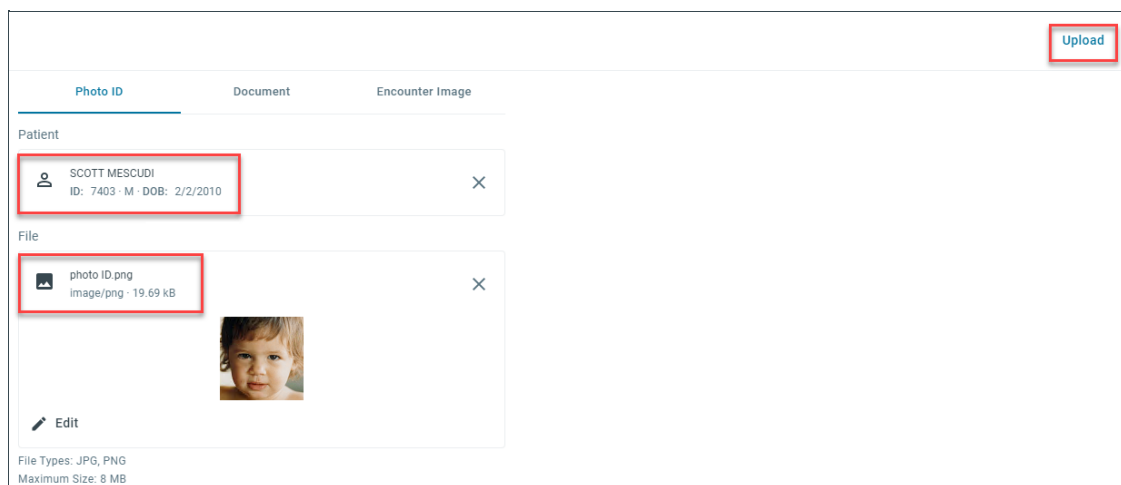
A patient's Photo ID can be uploaded via OP Mobile to attach to a patient's chart for display in OP. This functionality should only be used for a patient photo. If you need to upload something other than a patient photo, refer to the **Upload a Document File** section below.

File Specifications:



- Photo IDs can only be uploaded one at a time
- File size limit = 8MB
- Videos cannot be uploaded
- Acceptable formats = JPEG, PNG

1. In the left Navigation Panel, click **Upload File**. By default, you're taken to the Photo ID tab.
2. Perform a **patient search** to find the patient.
3. *(Required)* Click the **patient's name** to select.
4. Click the **Choose file** button.
5. Search for and select the **Photo ID**.
6. Click the **Open** button. The Edit Image screen is displayed where you can crop the photo if needed.
7. Click **Done**.
8. Click the **Upload** button. A message is displayed to confirm the Photo ID was uploaded.



9. *(Optional)* To remove the photo, click the **X** in the File section.
10. *(Optional)* To edit the photo, click the **Edit** button, make your edits, and click **Done**.

Upload a Document File

Uploading from the Document tab allows you to upload miscellaneous Document Files to a patient's chart. Once uploaded, the Document is located in the Documents section of the chart in OP. You can also upload files without associating them with a patient.

File Specifications:



- Document Files can only be uploaded one at a time
- File size limit = 35MB
- Word, text, or video files cannot be uploaded
- Acceptable formats = JPEG, PNG, TIFF, and PDF

1. In the left Navigation Panel, click **Upload File**.
2. Click the **Document** tab.
3. Click the **Choose file** button.
4. Search for and select the **Document**.
5. Click the **Open** button.
6. Select one of the following **Document Types** from the drop-down menu.
 - Insurance
 - Patient Miscellaneous
 - Photo
 - Miscellaneous
7. *(Optional)* Select the **Add to Patient Chart** checkbox. The patient search field is activated.
 - a. Perform a **patient search** to find the patient.
 - b. Click the **patient's name** to select.
8. Click the **Upload** button. A message is displayed to confirm the Document was uploaded.

Upload an Encounter Image

Images can be uploaded via OP Mobile and attached to unfinalized Visit Notes that are 7 days old or less. If you attempt to upload to a patient who doesn't have an unfinalized Note, you'll be notified on-screen. Once uploaded, the image is located in the Graphic Section of the unfinalized Visit Note in OP.

1. In the left Navigation Panel, click **Upload File**.
2. Click the **Encounter Image** tab.
3. Perform a **patient search** to find the patient.
4. Click the **patient's name** to select.
5. Select the Visit to which you want to associate the image (if more than one is listed).
6. Click the **Choose file** button.
7. Search for and select the image to upload.
8. Click the **Open** button.
9. Crop the image if needed.
10. Click **Done** in the upper right-hand corner.
11. Click **Upload** in the upper right-hand corner.

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