Uploading documents to the patients dashboard online

When a patient comes in for a Report of Findings, Radiographic Review or Progress Evaluation they will require all the relevant documents uploaded to their own personal dashboard online. To do this please follow the following steps.
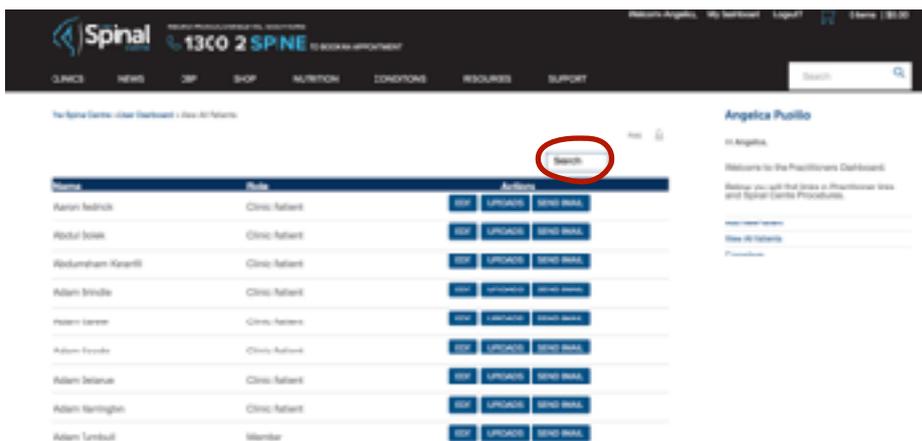
1. **Login to your account on The Spinal Centre website.**

2. **Click on 'My Dashboard' and this page will appear.**

3. **Select 'View All Patients' on the right side of the page.**

4. In the 'Search' box type in the clients name. *NOTE: If the client is a child and they use their parent's email then please upload the file to the parent's dashboard.*

5. Click 'UPLOADS' located to the right of the patient's name.

6. Click 'ADD FILE'

7. Click 'Upload Files.' *Please ensure you are uploading the file into 'Patient Docs' not the 'Media Library.'*

8. Click 'SELECT FILES'

9. This will automatically bring up Dropbox. Click on the 'iPad' folder. Select the file/files you need to upload to that clients folder and click 'Choose.'
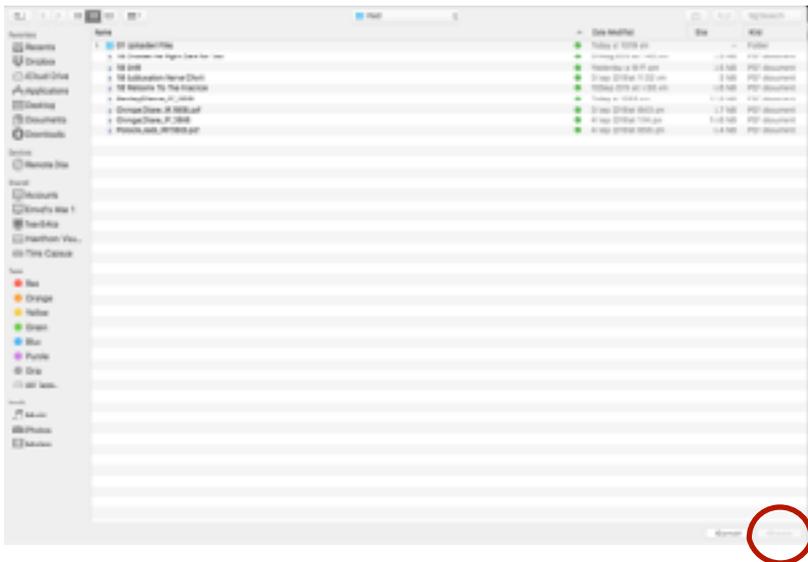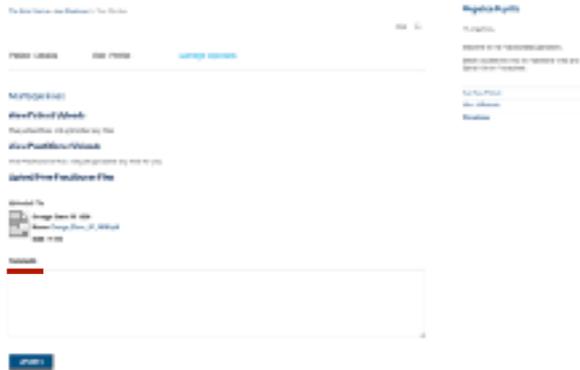

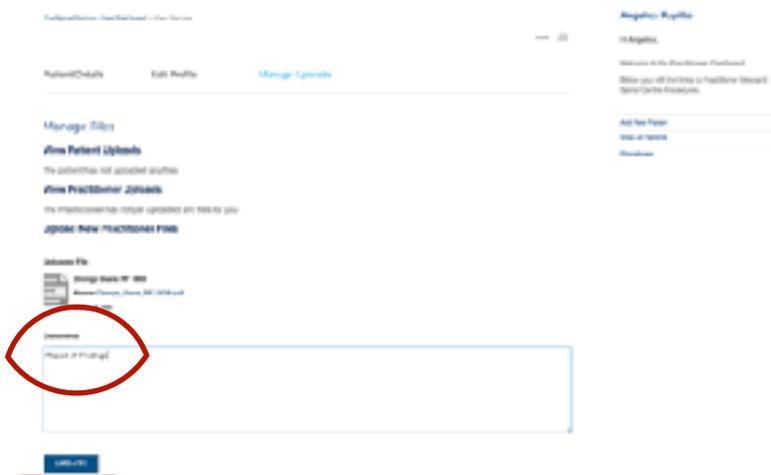**10. Click on the file that you need to upload then click 'SELECT'**
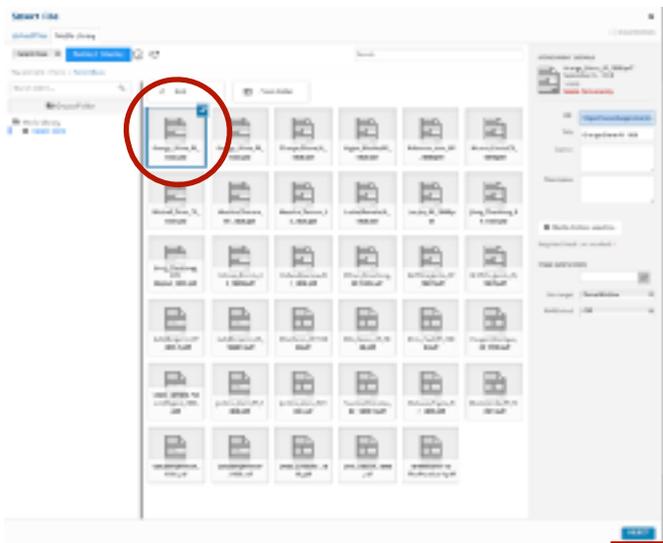
11. In the 'Comments' section name the document you have uploaded. These are the names you will most commonly need:
RF - Report of Findings
IR - Doctor's Impression Report
CR - Comparative Report

12. Once you have written your comment click 'UPDATE'

13. You can now see that the file has been uploaded. If you need to upload another document for the same client click 'ADD FILE' and just repeat the process. NOTE: It is really important that at this stage you go back through from the start and re-search the client and check their files to ensure the new file was successfully uploaded.

14. When the document has been successfully uploaded, you need to email the patient. There are two emails that are relevant and which one you send is dependent on the patient. The two emails are:
Starting IIC: This is to be sent to New Patients at the clinic.
Dashboard Update: This is to be sent to Existing Patients who will be new to the process of the RFs and other documents being uploaded to their Dashboard.

15. Go back into the 'iPad' folder in the Dropbox and drag the uploaded files into the folder called '01 Uploaded Files.'