

Adding attachments

For Med Access users

Pre-Requisites

- Downloaded the Med Access Extension
- Reviewed Sending an eReferral – Med Access

Supporting documents can be attached to an eReferral in Ocean to provide additional clinical information that may assist the receiving provider in reviewing and prioritizing the eReferral. For Med Access users, attachments can be added directly from the patient's chart when submitting the eReferral. Documents can also be attached to existing eReferrals.

Including appropriate documents can help support eReferral review and may reduce delays caused by requests for additional information. Please see Tests / Exams Required or Requested to Accompany Surgical eReferrals for more information.

Including appropriate documents can help support eReferral review and may reduce delays caused by requests for additional information. Please see Tests / Exams Required or Requested to Accompany Surgical eReferrals for more information.

Common attachments include:

- Pathology reports
- Laboratory results
- Imaging reports

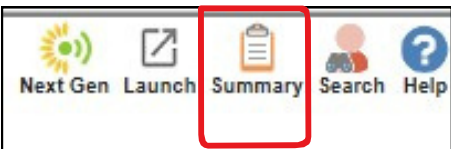
Best Practices for Attachments

- Ensure that documents are clear and complete. Attach the most relevant clinical information to support eReferral review and prioritization.

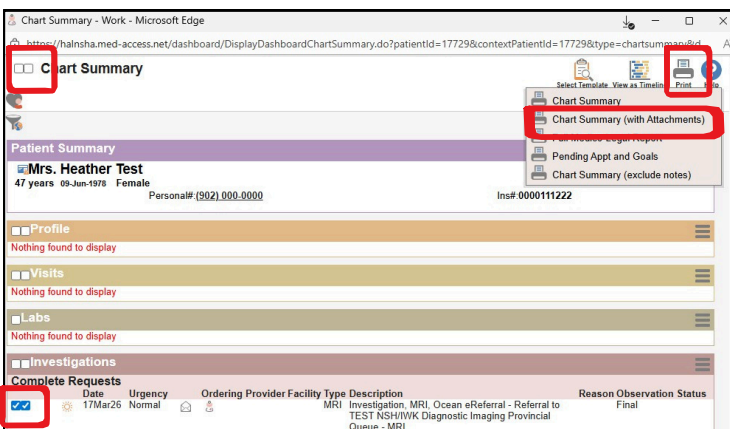
- Combine related pages into a single PDF when possible, to keep attachments organized and easier to review.
- Attachment file types can be one of the following: jpg, jpeg, png, tiff, tif, mp3, mp4, txt, or pdf.

Including Attachments When Sending an eReferral

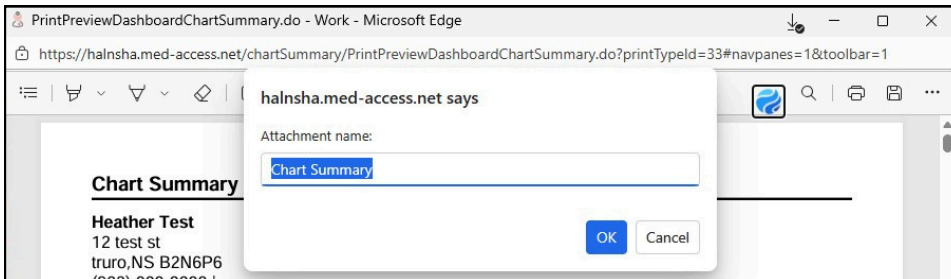
1. Open the patient’s chart in Med Access.
2. Click Summary.



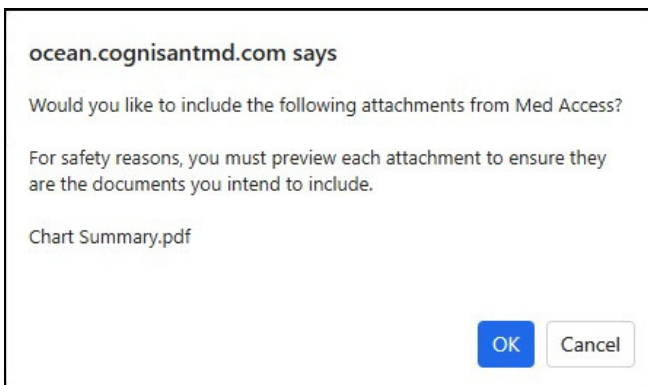
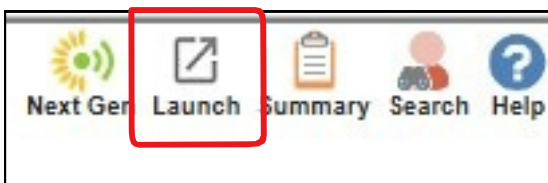
3. Deselect the checkbox next to Chart Summary.
4. Select the checkbox on the right next to the result or report you would like to attach.
5. Click Print → Chart Summary (With Attachments)



6. In the pop-up window, select the blue ball icon to Select for Ocean.
7. Review the attachment name and update it, if necessary, then click OK.



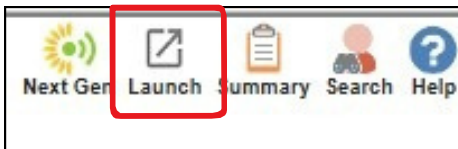
8. Close out of pop-up window and the Chart Summary.
9. Click Launch from the patient's chart and continue the steps for sending an eReferral. Once an eReferral form opens, a pop up window will appear asking if you would like to include the attachment on the eReferral.



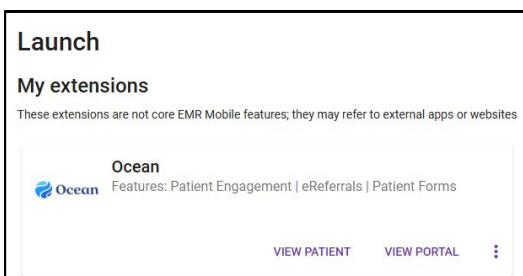
Tip: If you forgot to include an attachment before selecting a service to refer to, follow Steps 1-8 and then click Add Attachments on the eReferral form before submitting the eReferral.

Adding Attachments to an eReferral That Has Already Been Sent

1. Follow Steps 1-8 above to prepare the attachment.
2. Click Launch from the patient's chart.



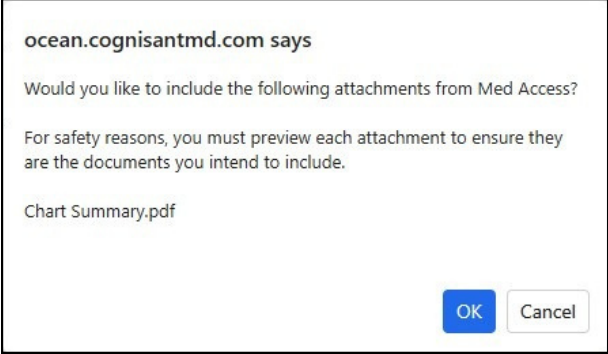
3. In the pop-up window, select View Patient.



4. Select the eReferral you previously sent.

Active Referrals				
Received				
Date Sent	Description	Referrer		
May 16, 2024 4:29 pm	General Surgery	Dr. Bruce Phillips		
Sent				
Send eReferral				
Date Sent	Description	Referrer	Source Site	Provider
Mar 17, 2026 10:41 am	MRI	Rachel Lively	Med Access Test Site	TEST NSH/IWK Diagnos
Feb 3, 2026 2:14 pm	Gynecology	April McCabe	Med Access Test Site	Accuro Specialists Test S

5. Click OK to the pop-up window that appears



- 6. Use the eye icon to preview the attachment if needed. The “x” icon can be used to remove the file if necessary.
- 7. Select the recipient from the dropdown list.
- 8. Click Sent to deliver the attachment.

