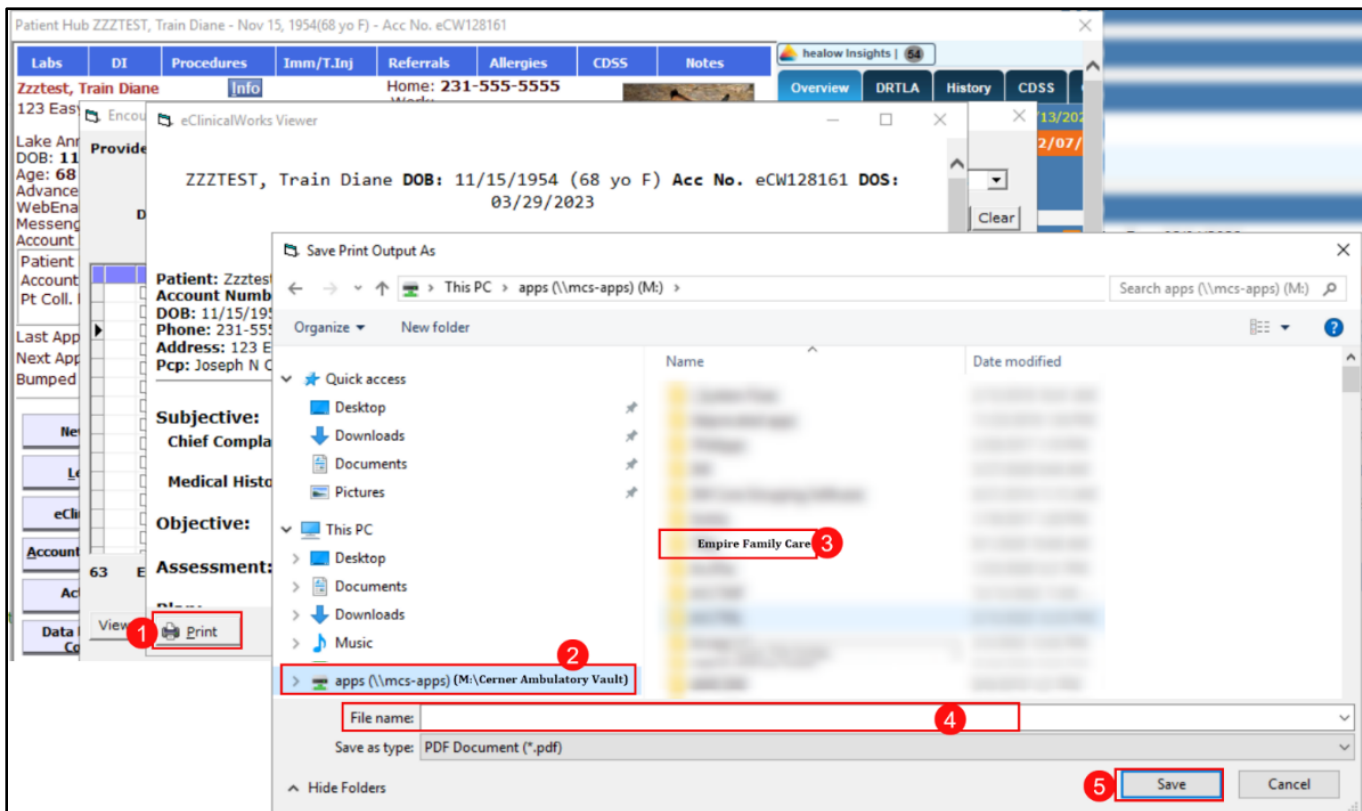


## Document Import to PowerChart for All Staff

### Cerner PowerChart Ambulatory EDUCATION

An M: Network Drive is available for saving documents from Outside Systems needing to be imported into PowerChart. The following document outlines the process to save documents to the correct M: drive location and upload the documents to Powerchart.

#### Adding Documents from Outside Systems to M: drive



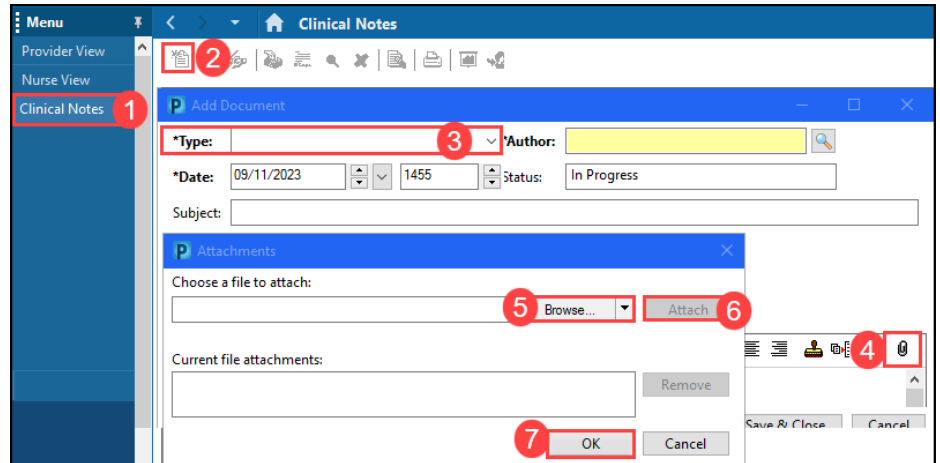
1. Locate the document in the outside EHR program or website. Select Print to PDF or Save.
2. Navigate to the M: drive (M:\Cerner Ambulatory Vault).
3. Select the folder with the correct practice name.
4. Enter the File name with the following identifiers:
  - Current date mm/dd/yy.
  - Document Type.
  - Patient MRN – Medical Record Number.
5. Click Save.

*For example:  
06.15.23, Office visit note, MRN 1111111)*

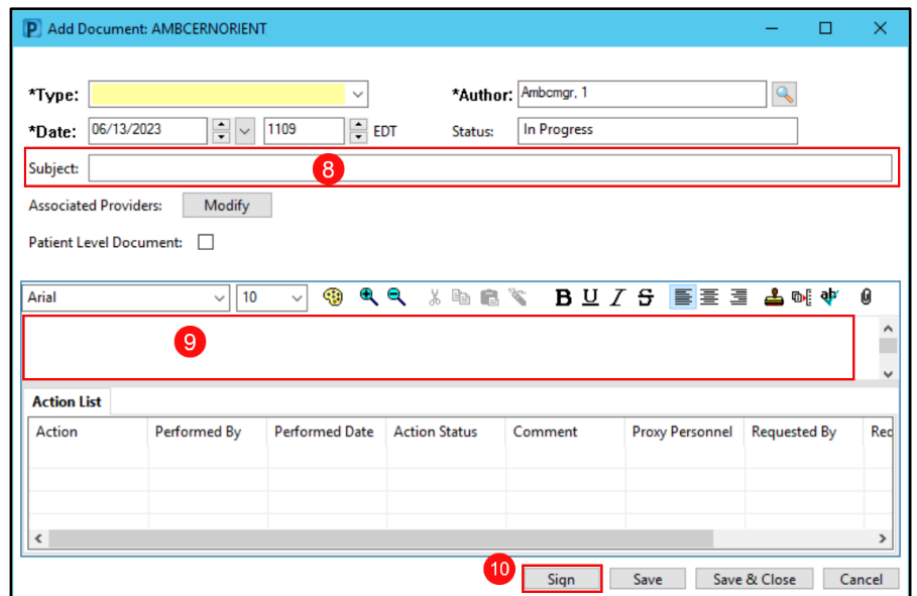
**Note:**  
The document is deleted from the M: drive folder after 15 days.

**Document Upload to PowerChart Clinical Notes**

1. Open the correct patient's chart in PowerChart and select Clinical Notes from the dark blue PowerChart menu.
2. Click Add icon on the Clinical Notes window.
3. Select the note Type.
4. Click the Attachment icon.
5. Click browse and navigate to the desired document. Under This PC, select the following:
  - M: drive.
  - Select the practice folder.
  - Double click the document.
6. Click Attach.
7. Click OK.



8. Create an appropriate Subject for the document and add additional information, as needed.
9. Add a description of the document.
10. Click Sign.



**Deleting the Document from the M: Drive Folder**

The document must be deleted from the M: drive folder immediately after it has been saved to Clinical Notes in the patient's chart. Documents that remain in the M: drive folder will be automatically deleted after 15 days.

1. Go the M: drive in This PC.
2. Open the desired practice's folder.
3. Right click on the document.
4. Select Delete.