

# Attach a file to an existing eReferral in Accuro

This guide walks you through the steps to attach a file to an existing eReferral in Accuro.

## Step 1: Prepare the attachment in Accuro

1. Sign in to Accuro, search for a patient and open their EMR chart.
2. Access the patient's **Encounter Notes**

Patient: Wong, Ling DOB: 1997-Aug-13 (27 Yr, female) PI  
Referring Dr.: ( ) Family Dr.: ( ) Pharmacy: (fax: )

Day Sheet **Encounter Notes** Chronic Conditions Virtual Chart Medications

Patient Wong, Ling 27

Icons: Home, Calendar (7), Person, Document, Dollar sign

Buttons: [Icon], [Print], [Share], [Green Plus (+)]

Dropdown: --All--

- All--
- Clinical Notes
- Forms
- Labs
- Documents

Date	I	Type
2025-Mar-19		Referral
2025-Mar-20		Referral
2025-Mar-21		Referral

3. Click the **note template dropdown** and select a cover note template.
4. Click the **green plus (+)** to create a new note.
5. In the window that opens, click **Gen. Letter**.

Ocean Attachments ▼ Type Clinical Note ▼ DOS 2025-Mar-25 10:4

Patient Alquiza, Rose [46436] ▼ Diagnosis --None-- ▼

Open Claim Details Gen. Letter M->F Save As... Save

## Step 2: Attach the file and save

1. In the bottom-left **Attachments** pane, click the **green plus (+)**.

Medical History...

Attachments

Trac

Options

1. Select your file(s) and click **OK**.
2. Click **Save for Ocean** at the bottom of the screen.

☐ Save to Chart as PDF
 ☒ Close After Faxing
 Title Ocean Attachments

Options
 Add to Letter Queue
 **Save for Ocean**
 Send Letter
 Print
 Preview

## Step 3: Add the saved attachment to the eReferral and send it

1. Click **Patient Summary** to open the patient in Ocean.
2. Find and open the eReferral you want to update.

Aug 13, 1997    age 27    604-889-8898 (H)  
 8577889888    604-889-8898 (B)  
 amitoz.brar1@phsa.ca    604-889-8898 (M)

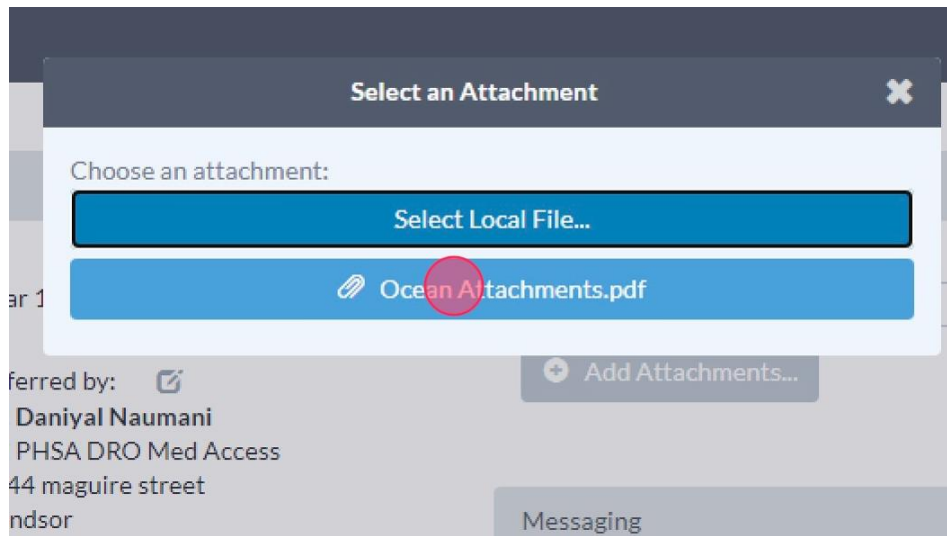
### Active Referrals

#### Received

Date Sent	Description	Referrer	Source Site	Provider
Mar 19, 2025 1:39 pm	Gastroenterology	Dr. Daniyal Naumani	BC PHSA DRO Med Access	BC PHSA for Accur

#### Sent

3. In the **Messaging** pane, click **Add Attachments**.
4. Select the attachment from the list.



5. Click **Send** to deliver the attachment to the recipient (Sender/Receiver).