

Add an attachment to an existing eReferral in Med Access

This guide walks you through the steps to add an attachment from the patient chart to an existing eReferral using Med Access.

Step 1: Open the patient's chart

1. Log in to Med Access and click the **Search** icon.

PROVINCIAL HEALTH SERVICES AUTHORITY Naumani, Daniyal

EMR Messenger

- Med Access New Templates available for BC – March 2025
- Med Access New Templates available for BC – February 2025
- Med Access New Templates available for BC – January 2025
- Med Access New Templates available for Alberta – January 2025
- Med Access New Templates available for BC – December 2024
- Med Access New Templates available for BC – November 2024

Appointments Tue Mar 25, 2025 - Daniyal Naumani


Days 1

Provider or Resource Naumani, Daniyal


March 2025

Time	Patient	Primary # Chart #	Type	Concern Resource
12:00				
12:15				
12:30				
12:45				
01:00				
01:15				

2. Search for the patient and click their name to open their EMR chart. [Second activity if needed.]

Basic Patient Search 

Last: **First:** **Chart #:** **Ins #:**

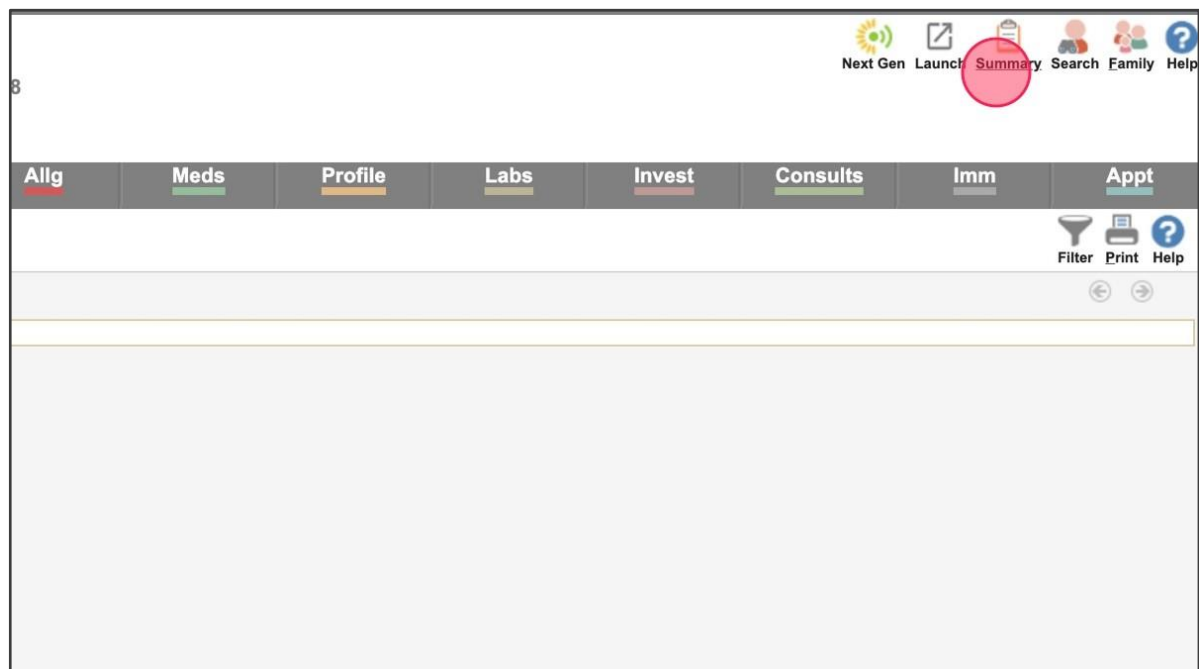
Name		Ins#
 Wong, Ling		8577-889-888

Step 2: Generate the attachment from the chart

1. In the chart, click the **Summary** icon in the top right corner.

Provincial Digital Health and Information Services

Partnering with the BC health sector, providers and citizens



2. Select the chart documents you want to attach.

☐ Chart Summary

☐ Allergies

Drug Allergy

Status	Reported	Allergen	Severity	Reactions	Updated
<input type="checkbox"/>	REVIEW NOT DONE				

Non-Drug Allergy

Status	Reported	Allergen	Severity	Reactions	Updated
<input type="checkbox"/>	REVIEW NOT DONE				

Drug Intolerance

Status	Reported	Allergen	Severity	Reactions	Updated
<input type="checkbox"/>	REVIEW NOT DONE				

Non-Drug Intolerance

Status	Reported	Allergen	Severity	Reactions	Updated
<input type="checkbox"/>	REVIEW NOT DONE				

☐ Profile

Nothing found to display

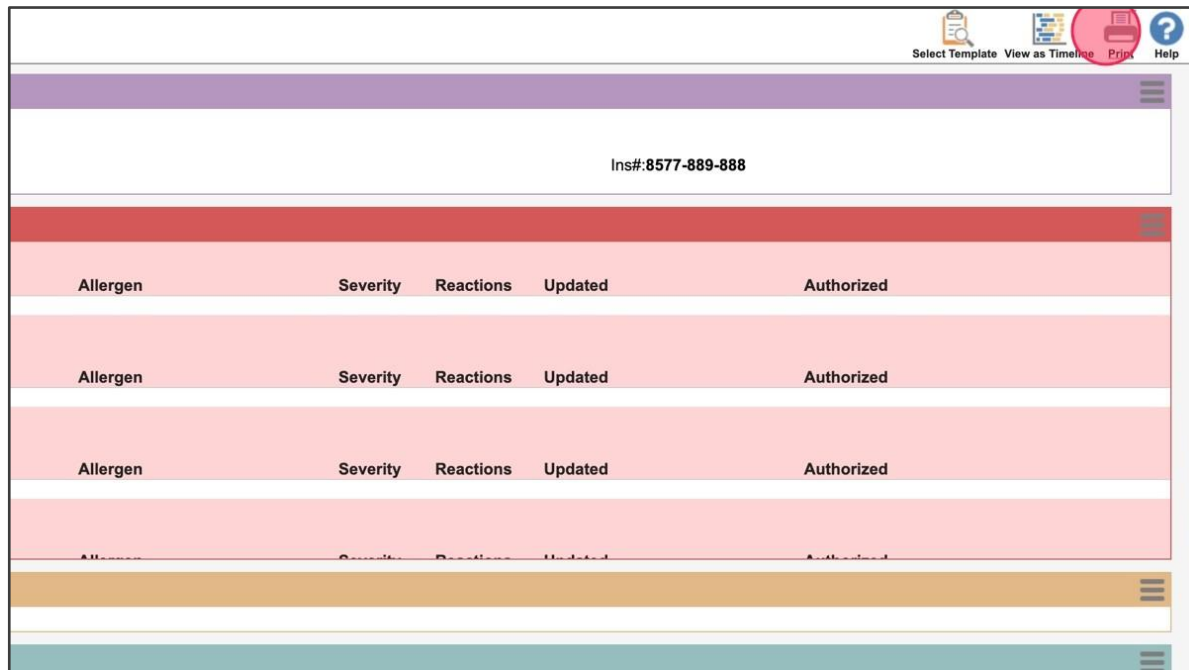
☐ Tasks

Active Results

Due	Urgency	Owner	Description
<input checked="" type="checkbox"/> 20Mar25	Normal	Exam Room 1	Attachment, Ocean eReferral - Referral to BC PHSA DRO Test for Oscar Pro - Gastroe
<input type="checkbox"/> 20Mar25	Normal	Yltest, Physician	Attachment, Ocean eReferral - Gastroenterology

☐ Meds

- Click the **Print** icon and choose **Chart Summary (with Attachments)** from the drop-down menu.



Allergen	Severity	Reactions	Updated	Authorized
----------	----------	-----------	---------	------------

- Review the generated attachment and click the **Ocean logo** in the top right.
- Name the attachment and click **OK**.

phsa.med-access.net says

Attachment name:

Chart Summary

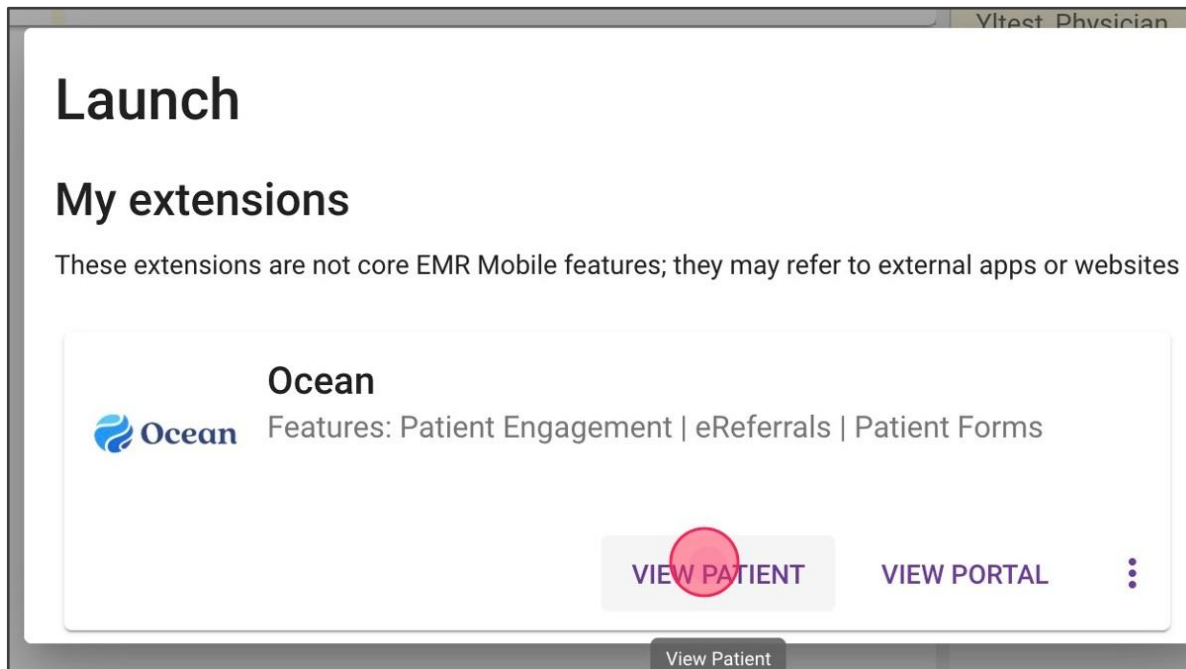
Cancel OK

Chart Summary

Ling Wong 209 Burnaby St Vancouver, BC V3L 4V8 (604) 889-8898 (604) 889-8898	PHN: 857788988 DOB: 13-Aug-19 Gender: F
--	---


Step 3: Launch the Ocean extension

1. Close the attachment and return to the patient chart.
2. Click the **Launch** icon to open your EMR extensions.
3. Locate the Ocean extension and click **View Patient**.




Step 4: Attach the file to the eReferral

1. Find and click the eReferral you want to update.



Ling Wong
Ocean Ref #: 2119

Aug 13, 1997 age 27
8577889888
amitoz.brar1@phsa.ca

604-889-8898 (H)
604-889-8898 (B)
604-889-8898 (M)
 Reminder Sent


Email Patient

Active Referrals

Received

Date Sent	Description	Referrer	S
Mar 21, 2025 3:36 pm	Allergy and Immunology	Amitoz Brar	B
Mar 20, 2025 11:40 am	Gastroenterology	Dr. Daniyal Naumani	B

Sent



Date Sent	Description	Referrer	Sou
Mar 21, 2025 12:27 am	Gastroenterology	Dr. Daniyal Naumani	BC

- When prompted by the browser, click **OK** to attach the file.

ocean.cognisantmd.com says

Would you like to include the following attachments from Med Access?

For safety reasons, you must preview each attachment to ensure they are the documents you intend to include.

Chart Summary.pdf

Cancel

OK

3. In the **Messaging** pane, click **Send** to send the attachment to the other party.

The screenshot displays a web application interface for a 'Gastroenterology - Test eReferral'. At the top, the title bar shows 'Gastroenterology - Test eReferral' on the left, and 'MRN: 17826' and '2119' on the right, with an 'Action' button. Below the title bar, there are two main panes. The left pane is titled 'Notes' and contains a 'New Note:' text input field, an 'Add Attachments...' button, and a 'Messaging' section. The right pane is titled 'Messaging' and contains a 'To: Referrer (Dr. Daniyal Naumani / BC PHSA DRO Accuro)' text input field, an 'Add Attachments...' button, and a 'Chart Summary.pdf' attachment. A red circle highlights the 'Send' button in the bottom right corner of the interface.