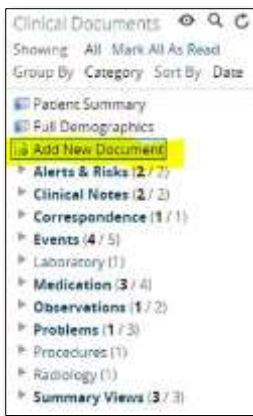


# Quick Reference Guide



## Uploading a document

In the Clinical Document Viewer (CDV Tree), click 'Add New Document'

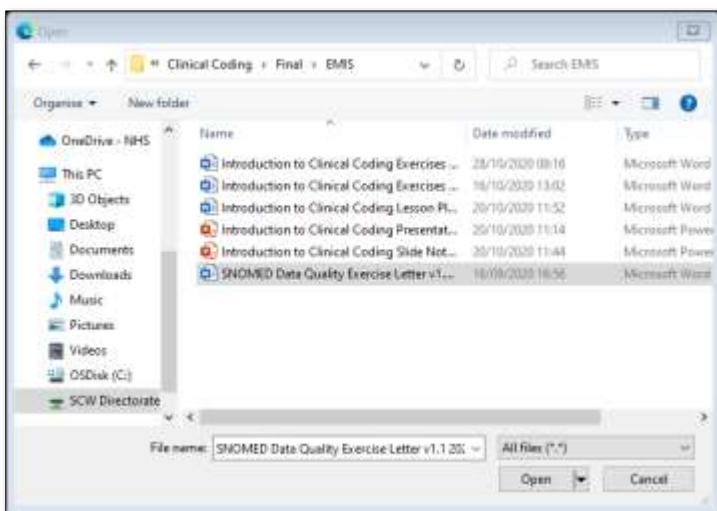


On the next screen, complete the Document Details as appropriate

Document Details	
Patient ID	999052E141 NHS
Title*	Any County Heal
Category*	Correspondence
Service*	Gastroenterology
Creation Date*	16-03-2021
Encounter ID	
Subcategory*	Discharge letter
Author*	AD

All fields with \* are required fields.

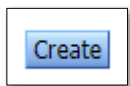
Select Choose File to locate and upload the document.



If required select 'Add Another Page' and repeat the above steps.



Select 'Create'.



The document is now available to view in the CDV tree.



## VERSION CONTROL

Document Title	Document Type	Version	Date	Source
<b>QRG – Uploading Care Plans</b>	Crib Sheet	0.1	25/02/2021	K Guthrie