eDocuments

Last Modified on 02/21/2025 10:25 am EST

The eDocuments portal is used to manage all documents that may have been scanned or loaded into the application in some other way. Practices can use eDocuments to organize company documents, patient documents, documents for a resource, and documents for a payer. eDocuments is flexible enough to allow an organization to create their own hierarchy of cabinets, drawers, and folders so that documents are easily filed away and accessed later.

Initial Setup of Scanning Solution

Historically, scanning documents into OfficeEMR was only possible while using Internet Explorer. As of the 3/26/22 release, users will now have the ability to scan documents using Google Chrome. In order to accomplish this, we have partnered with a third-party vendor, Dynamsoft. This requires users to download and install the software onto their local machine.

Steps to Complete

- 1. Login to OfficeEMR using Google Chrome
- 2. Navigate to eDocuments
- 3. Open Any Patient or Flip to "Practice Docs"
- 4. Select the scan icon from the Toolbar
- 5. The setup screen will be displayed, select "Download"

Please complete one-time setup



6. Select the DynamsoftServiceSetup from the download banner.



- 7. Follow the prompts in the Setup Wizard:
 - Next >
 - Next >

- Allow the Program to Make Changes when prompted (Select Yes)
- Ensure you receive:



8. Select "click here to connect again"

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Please	complete one-tin	ne setup
<u>+</u>		
Download	Install	Scan
Failed to connect If not, please run th	to the service, have e setup and click he	you run the setup? re to connect again.

Open Patient in eDocuments

1. Click on the **eDocuments** portal.



2. Select the **Open Patient** folder.



3. Search for your patient and select the correct **Patient** to view their eDocuments.

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Advanced Sear	ch 🔍 🛨			
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test ben				<u>× Q -</u>
9329	Test, Ben (Urology)	0	10/19/1966	Male
1 results		<m)< td=""><td></td><td>New</td></m)<>		New

You can ensure you're in the correct patient chart by viewing the name in the top right-hand corner of the eDocuments screen.

	60	• • • •
Test, Ben (Urology)	Born 19-Oct-1966(52y)	Gender Male

Navigate the Folders

To navigate the eDocuments Portal, follow these steps:

1. Click on the **eDocuments** Portal.

🔆 Setup	
Reports	
🐣 EMR	
iScheduler	
Billing	
eDocuments	
Desktop	

2. eDocuments are organized as Patient, Practice, Resource and Payer specific documents. Select a **Document Type** to view the Cabinets, Drawers and Folders for the selected **Document Type**.



3. The **Cabinets** , **Drawers** , and **Folders** for the selected patient, practice, resource or payer displays. If you selected the patient, resource or payer type, select the **Open** button to open a patient, resource or payer to view eDocuments for.

Document List	eDocuments	
My Tasks 🌣	Advanced Search Q -	2
Communication (1) Health Exchange (1) Orders (336) Results (0) Superbill (0)	Arranged Date	

4. Select the patient, resource or payer in the search results.

dvanced Search Q -	Documents/Insurance/
🗄 + 💕 + 📃 + 🛒 😍	
rranged By: Date	
	8
	×
ben	× Q -
ben 9329 Jones, Benjamin A. Jr. (12/01/1964	X X Q - X Male Urochoice

5. Cabinets, Drawers and Folders with documents in them will display in color. Select a **Folder** to view a list of documents in the work list.



6. Select a **Document** in the work list to view it in the work space on the right.



All documents are stored in folders. To view/edit a document in the work space the document must be a tif, gif, or jpg file, all other file types will open in the appropriate viewer on the user's computer (Ex: pdf, word, excel).

Import a Document

To import a document into eDocuments, follow these steps:

1. Right-click on the **Folder** where you want to place the document(s) - you must right-click over a folder, not a cabinet or drawer.



2. From the menu, select Import.



3. Select the document from your computer and click OK.



Users can multi-select documents by holding the +Ctrl button on your keyboard and selecting all of the documents you'd like to import.

Send a Document for Review

Follow these steps to send an eDocument for Review by another User/User Group:

1. Right-click on the document in the work list to send for review and select Needs Reviewed By.



Search for the User or User Group to send the eDocument to, and select the User/User Group from the search.

		Revie
P Date	Status	Ву
Urinalysis Results.jpg		
Send to User(s)		Me
		×
Bowling, MD, Robert	User	

3. Enter a **Message** to the user/group.



4. Change the **Priority** when appropriate.



5. Press the **OK** button to send the eDocument for review.



Once a document is reviewed by one member of a group, it will be removed from all other users' Task Lists.

Move, Copy, Delete and Export a Document

To delete a document:

1. Right-click over the document in the work list and select Delete.



2. This moves the document to the Inactive Folder.

To copy a document:

1. Right-click over the document in the work list and select Copy.



To Export a document:

1. Right-click over the document in the work list and select Export.



To Move a document:

1. Right-click over the document in the work list and select Move.

Advanced Search 🔍 🗸		
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Arranged By: Date		
🖃 Date: Today		
🍒 🔂 Urinalysis Results.jpg	8.91 KB	10/10/2010 10/09/2010
🛛 Date: Older		Review All Comments
🕵 房 CBC April 2019.pdf	38.87 KB	Send Communication Create Reminder Open Patient in EMR
		Delete Import Export Disperse
		Move
		Copy

2. Search for the patient to move the document to, if necessary.

ove D	ocuments			8,
ove th	e following documents		To be Reviewed By	
# 298	Document Name Urinalysis Results jpg	Size 8.91 KB	Groups All Staff Biller eLabs HIE Nurse Office Staff	^
or the f nder the Navi	following Patient Practice Reference Refere	esource O Payer Jr. (Ben); 01-Dec-1964; Male	Provider - Physician RxRefills Surgery Scheduling Technician Unsolicited Results Users	

3. Select the appropriate Cabinet > Drawer and **Folder** to move the files to.

ve th	e following documents	
#	Document Name	Size
298	Urinalysis Results.jpg	8.91 KB
r the f Search	following Patient Practice for Patient Jones, Benjamin	Resource O Payer A. Jr. (Ben); 01-Dec-1964; Male
nder th Docur	nis folder nents/Paper Charts/Previous Records	5
Do	cuments	
📛 In	surance	
🗑 R	egistration	
C 🕒	orrespondence	
Te	est Results	
the second s	aper Charts	
🝟 Pi		
Provide Provid	Previous Records	
P F Pa Pa	Previous Records	
Pa Pa Pa Pa	Previous Records tient Photograph tient Import	
Pa Pa Pa Pa Pa	Previous Records tient Photograph tient Import tient Mobile	
Pa Pa Pa Pa Pa Pa Ca Pa	Previous Records tient Photograph tient Import tient Mobile active	
Pi Pa Pa Pa Pa Pa Pa	Previous Records tient Photograph tient Import tient Mobile active	
P Pa Pa Pa Pa Pa Pa C Ina	Previous Records tient Photograph tient Import tient Mobile active	

4. Press the **OK** button to move the file.

ove the	e following documents		To be Reviewed By	
# 298	Document Name Urinalysis Results.jpg	Size 8.91 KB	Groups All Staff Biller eLabs HIE Nurse Office Staff	
or the fo Search Inder thi	ollowing Patient Practice Re for Patient Jones, Benjamin A. is folder	esource O Payer Jr. (Ben); 01-Dec-1964; Male	Provider - Physician RxRefills Surgery Scheduling Technician Unsolicited Results	
E Doc Doc Ins Re Co E Te E Pa	cuments surance egistration prrespondence est Results aper Charts	^	1, Station (station1) 10, Station (station10) 11, Station (station11) 12, Station (station12) 2, Station (station2) 3, Station (station3) 4, Station (station4)	
Pat Pat Pat Pat	revious Records ient Photograph ient Import ient Mobile ctive		Review Message	
<		× >		
		🔗 Normal Pric	ority OK Apply	Cancel

Printing an eDocument

To print an eDocument, follow these steps:

1. Select the **Document** to print from the work list.

Advanced Search	Q •	
E • 💕 • 🗉	• • •	
Arranged By: Date		
🗉 Date: Older		
MedicareInsu	ranceCar 22.74 KB 07/17/2017	

2. Click on the **Print** button.

eDocuments	
Advanced Search Q -	Socuments:Insurance:Cards
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Arranged By: Date	m
🖻 Date: Older	MEDICARE A HEALTH INSURNACE
MedicareInsuranceCar 22.74 KB 07/17/2017	w w
	1-800-MEDICARE (1-800-633-4227)
	NAME OF BENEFICIARY
	JANE TEST
	MEDICARE CLAIM NUMBER SEX
	IS ENTITLED TO EFFECTIVE DATE
	HOSPITAL (PART A) 07-01-2015
	MEDICAL (PART B) 07-01-2015
	sign (\MM ' MM
	HERE

3. Select the number of copies to print and press the second **Print** button.



If the document is pdf, word, excel, etc. type document, it will open in the appropriate program to view and print it.

Fax a Document

To electronically fax a document, follow these steps:

1. Right-click over the eDocument and select Fax.



2. Complete the Fax Cover Page information.

Descript	ion	Size
Lab Res	ults 27Aug2019.pdf	110.78 KB
over Page From *	Carly Kakasuleff	
Subject	Lab Results	
Urge	nt 🔽 Review 🗌 Comm	ent 🗌 Reply 📃 Ir
Message	Urinalysis lab results for y Dr. Carly	our review.

3. Search for and select the **Contact/s** to send the Fax to.

adam		α.
Display 5 of 5 row	WS	Create Contact
Number	Contact Name	Туре
(317) 275-3946	Adam Brown	Custom
(317) 275-3946	Adam Kaiser	no Custom
(317) 536-3978	Adams ARNP, N	Provider
(317) 885-1250	Evans, Adam	Provider
(317) 885-1250	Jones, Adam	Provider
(317) 885-1250 Recipient(s) *	Jones, Adam	Provider
(317) 885-1250 Recipient(s) *	Jones, Adam	Provider Delete Type

4. Click on the **Add** button to add the contacts to the Recipient(s) list. Repeat Steps 3 and 4 until all recipients are in the list.

adam		Q.	
Display 5 of 5 rov	ws	Create Contact	
Number	Contact Name	Туре	
(317) 275-3946	Adam Brown	Custom	
(317) 275-3946	Adam Kaiser	Custom	
(317) 536-3978	Adams ARNP, Blaire	Provider	
(317) 885-1250	Evans, Adam	Provider	
1047 005 4050		Descrides	
(317) 885-1250	Jones, Adam	Provider	
(317) 885-1250	Jones, Adam	Provider	
(317) 885-1250 Recipient(s) * Number (503) 775-2275	Jones, Adam	Provider elete	
(317) 885-1250 Recipient(s) * Number (503) 775-2275	Jones, Adam	elete Type Custom	

5. Press the **Send** button to submit the Fax.

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Fax			То	the following #'s			
D	Description	Size		adam		Q	•
La	ab Results 27Aug2019.pdf	110.78 KB		Display 5 of 5 rot	WS	Create Contac	ct
				Number	Contact Name	Туре	
				(317) 275-3946	Adam Brown	Custom	
				(317) 275-3946	Adam Kaiser	Custom	
				(317) 536-3978	Adams ARNP, Blaire	Provider	
				(317) 885-1250	Evans, Adam	Provider	
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Fre	om * Carly Kakasuleff	~					
Su	ubject Lab Results						
	Urgent 🗸 Review 🗌 Commen	t Reply Inf	0	Recipient(s) *	📲 Add 🛛 🚳 De	lete	
Me	essage		1	Number	Contact Name	Туре	
	Unnalysis lab results for you	r review.		(503) 775-2275	JPS	Custom	
	Dr. Carly	,		(317) 275-3946	Adam Brown	Custom	~
	-						
		~	'			`	~
						Send Cancel	:
						m	

TIFF files must first be saved as Faxable files. Follow these steps to save a TIF file as faxable:

1. Select the **Document** from the work list.

ebocuments	
Advanced Search Q +	
🗄 • 📴 • 🔲 • 🗮 🎨	
Arranged By: Date	
🗆 Date: Older	
🏗 📄 Lab Results 27Aug201 110.78 KB 08/27/2012	
🎇 📄 Urinalysis Results 27A 136.08 KB 08/27/2012	
UrinalysisResults24Jan 8.76 MB 01/24/2012	

2. Click the Save menu and select Save Faxable.

🚨 Lab Results:Other:Original
Save Image Local
Save Faxable
m

Add Patient Education

Patient Education PDF handouts are stored in the eDocuments. By storing a PDF in the eDocuments, it can be selected at any time from the clinical chart and sent to the patient's MyMedicalLocker account, as well as sent to checkout for printing as well.

1. Open the eDocuments Portal in the lower left corner.



2. Select the Practice Documents section by clicking the dropdown arrow next to the manilla folder icon in the left hand navigation pane. Click the **Practice** folder.



3. Open the Education cabinet down to the Education folder. Note: Your practice may have a customized name for these.



4. Right-Click on the education folder to import and PDF files to be stored.



Save as Faxable

When an eDocument is faxed and fails conversion, the common solution is to save the original document as faxable and re-send.

This often comes from a deviation from standard scanning best-practices and recommended settings.

1. Navigate to the eDocuments portal.



2. Open the patient via the search.

<u></u>	eDocuments
Adva	nced Search 🔍 🗸
E Arra	• 📴 • 🕞 • 🛞 • 💋 nged ₽√173te
E	
🛎 te	st

3. After accessing the document from the folder cabinets, select the document from the documents list.

	• 📴 • 📴 • 🕥 •
Arran	ged By: Date
🗆 Da	ate: Older
2	PrimaryInsuranceCard 44.91 KB 08/01/2019
-	

4. In the top toolbar above the document image, click the dropdown next to the Save icon.



5. Save as Faxable.



Chrome Scanning Screen Definitions

This document will help define the buttons available within the new scanning screen available when using Google Chrome. Additional information about each button can be found below or via embedded links within the descriptions.



1. Custom Scan

Source

Source *

This drop-down menu will allow you to select the scanner you wish to use.

Show Scanner UI

Show Scanner UI

If you would like to use any scanning profiles you may have created in the past or apply additional settings to your document before scanning it into the system you will want to check this option. After selecting **Scan** another window will display the comes from your scanner. You will need to follow the steps on this screen to scan the documents.

 \sim



If your scanner allows for an Automated Document Feeder (ADF) you may select this option to use this feature. Otherwise uncheck the box and scan pages individually. This option should not be selected if you are using a flatbed scanner.

Auto Remove Blank Page Auto Remove Blank Page This selection will allow a user to remove any blank pages when scanning in multiple pages so they do not have to be removed manually.

2-sided Scan

2-sided Scan

Selecting **2-sided scan** can be used to coalesce a page that has information on both the front and back to 1 page. If you wish for the front and back sides of a document to be their own pages you will need you either flip the page over and scan again or **Use Scanner UI**.

Pixel Type

Pixel Type OB&W OGray OColor

The pixel type is used for deciding what color options should be used for the pages being scanned in. There are three available options for this:

- B&W Scanned page(s) will display in black and white
- Gray Scanned page(s) will use grayscale for the document. This option is what was used for all images scanned using Internet Explorer
- Color Scanned page(s) will display in full color. Scanning in pages using color will cause the image to have a larger file size.

Resolution

Resolution * 100 (default)

Resolution is equivalent to size and clarity. The larger the resolution, the larger the image and file size. The recommended setting for this is between 100-250.

Scan



Once all appropriate settings are configured, select Scan. This will initialize the scanner and process the pages. If you have **Use Scanner UI** on, then you will need to use this screen to initiate and complete the scan. After processing, you will have the ability to rearrange, filter, name, and assign the document to other users before uploading them into folders.

Message Center



The message center is used as a self-contained audit for the scanning session you have open. It can be used to backtrack if you have uploaded a document into the wrong chart for example. In this case, you could check the message center for the recent uploads and navigate to the chart within eDocuments and move it to the appropriate chart.

Note: This only audits your current session, not previously opened windows.

2. Save Documents / Upload

Filename

	Filename			
*				

Filename to be displayed within the folder and on the timeline in the EMR.

Document Format Dropdown



Previously, the only option for scanning into the system was a Tiff file. Now you will default to the PDF option but also have selections for TIFF and JPEG.

Received Date

A received date can be set to show a difference between the day the file was scanned into the chart versus when the file was received by the office.

Type (Document Type)

Туре	~
------	---

The options available will depend on what has been set up for your practice during the implementation phase. This field is used to further categorize documents with pre-defined document types.

Comment	
Comment	
	-

Use the comment field to add context to the file you are about to upload. This comment is visible within the columns when viewing documents in the My Task List or eDocuments Portal/Chart Tab.

Menu

Menu

* Patient	~
-----------	---

The menu items are based on what is seen in eDocuments Portal. Making a selection other than Practice will allow for the specific entity to be searched for below. Ex. If set to Patient, a patient search field is available below the folder selection.

....

Patient I	Docs 🗒 🔹
🗎 D 🗒	Patient
E Pa	Practice
	Resource
🗄 In 📑	Payer

Folder

Folder * office/procedure notes.Insurance.Authori: V

The folder drop-down list is the equivalent of the folder structure seen on the left-hand side of the eDocuments portal. From here you will determine the Cabinet>Drawer>Folder you are about to upload the file to.

Menu Specific Item (Patient / Resource / Payer / Company)

Patient * Quillen, Test (Spiky)

As discussed in the Menu section, depending on what is selected, different searches will be available to you. If you are in a situation where you need to upload documents to different charts. This section can be used to search for the next patient you need the files uploaded for. In the event you selected Resource or Payer, the searches will be specific to those categories.

Assign to User/User Group to Review

This existing concept in the system was added to ease the disperse and review process. Different from the ability for scanning in IE, the Chrome window will allow for a user to assign specific files to a user or user group to review in the My Tasks - eDocuments section.

Review Comment



Only used in conjunction with the above, when assigning a document for review, you may want to add a comment. It may be helpful to add task-specific context to the document you are marking for review.





Similar to Review Comment, a Priority can be set to help prioritize the list of documents for review. By default, this will be set to **Normal**.

Clear Settings After Upload

Clear Settings After Upload

After all Save Document settings are configured you may decide you'd like to keep these settings for the next file you upload. In that case, uncheck this option. If you have a whole new patient and folder to upload to, you may want to clear these settings after you upload the first file.

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0		louu	

Upload

This button will use the above determinations to upload the displayed files on the left-hand side. If uploading different files, ensure you are only displaying the active files you'd like uploaded.

3. Toolbar & Display

Delete Single Page

×

8

After selecting one of the scanned pages, you may decide you need to delete this one page. This icon will allow for this ability.

Clear All Pages

If you have uploaded all documents or scanned the wrong pages altogether you may want to

Page Forward & Back

♦

Will flip through each page and display the selection in the viewing pane.



The filter is a new concept within the system. This will allow for a user to scan multiple pages and then divide them into separate files/sections. These files can then be uploaded into various folders and charts if need be. It may also be used to filter what pages are displayed to you. A step-by-step guide can be found here.

If using the filter, the displayed pages on the left are those being Uploaded with the settings on the right. Be sure to only display the file/section you intend to upload if moving pages to multiple files/sections.



The page number is displayed in the bottom-right corner of each thumbnail in the display pane. You can drag and drop the thumbnails to rearrange the pages prior to selecting upload. This will be the order of the pages when the file is opened in the patient's chart.

Rotate

You have the ability to rotate a document within the document previewer. Select the icon to rotate the image 90 degrees counter-clockwise.

Aspect Ratio

Depending on the specific document or page you are viewing, you may want to change the aspect ratio to better

view the image prior to upload. Use the icon to swap from a 1:1 (actual size) ratio to a fit-to-screen ratio.



Use the + or - icon to zoom in or out on the selected page.

Using the Filter to Create Multiple Files to Upload When Scanning

This article will explain the necessary steps to filter, move, and display different files/sections to be uploaded separately. This feature will be helpful for users needing to upload multiple files at once that could be indexed into different menus, patients, and folders.



Background

New to the Chrome scanning process is a feature that allows a user to move individual pages into separate files. If you have uploaded 4 pages for a record 2 may need to go to one folder and another 2 to a different patient and folder. This article will describe the necessary steps to complete this within the Document Scan screen in Google Chrome.

If you are unsure about some of the functions of the buttons please review the screen definitions.

Steps to Complete

- 1. Login to OfficeEMR
- 2. Navigate to eDocuments
- 3. Open the first patient and folder you intend to upload to first.
- 4. Select the Scan icon from the toolbar or via right-click menu on the selected folder. *Ensure you have run the installation for Dynamsoft.*
- 5. Set your scanning preferences under the Custom Scan section > Scan
- 6. Once the pages are displayed on the left, you can select the page(s) you wish to move and select the Filter icon from the toolbar.



7. Within the filter menu, you'll be able to choose from the "Move to" section which File the pages should be associated with.

You may also want to use the button for "**One Page/File**", this option will split every page into it's own section so that the files may be uploaded as individual pages to the desired directory locations.

8. Once all pages have been sorted, use the "Display" section to decide which File to upload.



9. Using the Save Document settings select Upload to import the File.

10. Change your filter to set the appropriate file to Display then follow step #9.

11. Repeat steps 9 & 10 until all Files are uploaded.

When uploading, be sure you are only displaying the pages you wish to upload. If you display ALL files you will upload them as one document.

Chrome Scanning Quick Use Guide

This article will explain the necessary steps to scan documents into the new Document Scan screen within Google Chrome. Depending on your workflow, you may want to change additional settings or separate the pages into individual files prior to uploading them to the system.

Steps to Complete

Navigate & Setup

- 1. Login to OfficeEMR
- 2. Navigate to the area where you typically use a scanner:
 - iScheduler
 - Select/Search Patient Chart > Patient Setup Dropdown > Primary OR Secondary Insurance Card / Patient Photograph > Scan
 - eDocuments
 - Select a Menu (Patient / Payer / Resource /Practice) > Search > Select a Folder > Scan in toolbar or via right-click menu.
 - EMR
 - Search Patient / Open from Office Schedule > Navigate to eDocuments > Select Scan Icon
- 3. Ensure you have run the installation.

Adjust Settings & Scan

- 1. Select a Source
- Adjust Custom Scan Options, Pixel Type, and Resolution to fit your specific needs for the pages being scanned.
- Select the Scan button and wait for the pages to display.

More information on available options for Custom Scan

Custom Scan	
Source *	~
Show Scanner UI Use ADF Auto Remove Blank Page 2-sided Scan	
Pixel Type OB&W OGray OColor	
Resolution * 100 (default) V Scan	

Configure Location & Upload

- 1. Enter a File Name
- 2. Set a Received Date & Enter a Comment (*if applicable*)
- 3. Ensure the correct **Menu**, **Folder**, and **Menu Item** are set.
- Search/Select a user or group to review the file about to be uploaded. You may also enter a comment for the user when reviewing in My Task eDocuments.
- Ensure you only display the pages you wish to upload using the Save Document settings. If you intend on uploading the scanned pages into separate files, please review the guidelines for using the filter button.
- 6. Select Upload.

More information on available options for Save Documents

Filename		
		pdf 🗸
Received		
Туре		~
Comment		
		-
Menu	* Patient	~
Folder	Patient Import.Import Drawer.In	nport Fold 🗸
Patient	BYRD, TESSIE B.	Q
Review		
Assign to U	ser/Group for Review	
Search for	Users and Groups	Q

Sharing eDocuments to Patients via MML

This article provides background and step-by-step instructions for sharing **eDocuments** to a patient's **MyMedicalLocker** account. This allows a practice to share a variety of documents that may be been either scanned, downloaded, or faxed & saved to the patient's chart. It also allows for a message to be sent to the patient as well to provide additional context for the document.

Steps to Complete

- 1. Navigate to eDocuments portal OR EMR > eDocuments
- 2. Open a patient chart via search or the EMR Schedule
- 3. Select or multi-select an eDocument
- 4. Right-click over on the document you wish to share.



5. A text field will pop up allowing you to **enter a message** to the patient. This is *NOT* required. This will be displayed to the patient within their MML Account.

If you want to alter the message to the patient, you may reshare the document and update the **Share Comment**, this will NOT duplicate the document for the patient. It will only update the date shared and the message.

⊖ - eDocuments	
Advanced Search Q V	📄 cliffs cabine
Arranged By: Date	
Date: MML Share Comment (optional)	×
	_ IS
	*
Share	Cancel

6. Click Share. The document is immediately available within the patient MML account.

As of the 2/21/25 release, there is no notification to the patient as a result of sharing a document. This is expected to be released by 3/6/25

Alternative Steps & Actions

Unshare an eDocument

- In the event an eDocument has been shared by mistake or a corrected version should be issued. This is completed via the eDocument save menu in either EMR > eDocuments or the eDocuments portal. Once you have selected the eDocument..
- 2. Select Save which will open the eDoucment Save menu

Save		x	
Location: cliffs cabinet:New Drawer:Primary Insurance Cards			٦
Filename: IDmeLogoLocation			
Туре:			
Comment:			1
Receive Date:			
Third Party Viewer: No			
Document Links: No			
Share to MML: Yes			
MML Comment: Here is a document			
	<u>0</u> K	Cancel]

- 3. From here, select the Share to MML section and uncheck the box.
- 4. Click **Ok** and the document will no longer be available within MML for the patient. Keep in mind, the patient may have already downloaded this document, be sure to communicate with the patient in the event there is a risk of having this document saved to their local computer .(*example: another patient's document was shared in error*)