

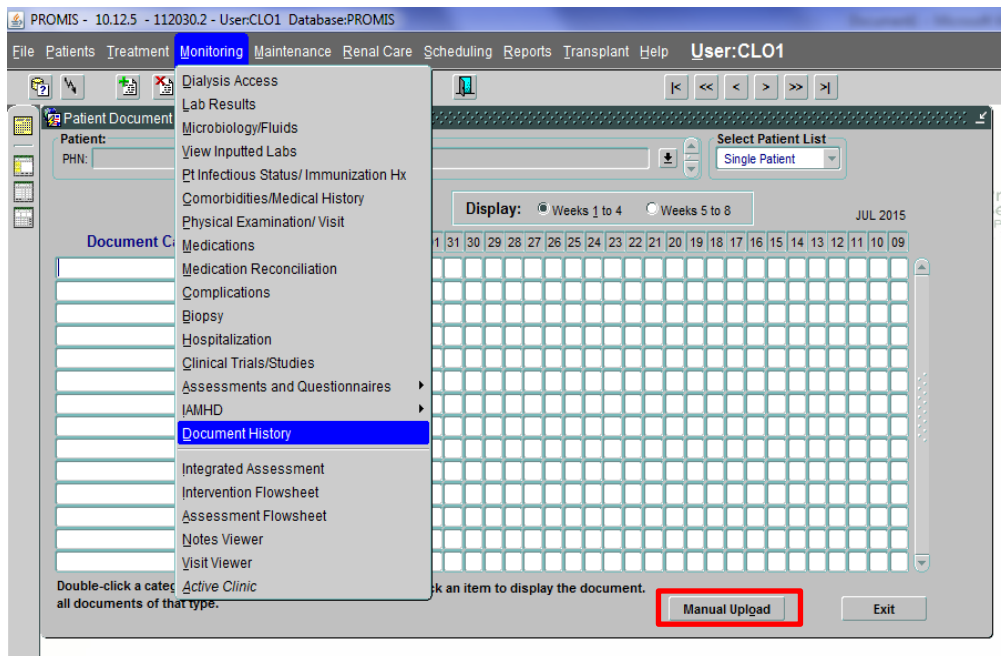
## PROMIS UPLOAD: Forms for the BCPRA Out of Province Policy

### STEP 1:

- Using a scanner, scan the signed BCPRA Out of Province Policy Acknowledgement form, latest consult note and medication list and save it into your computer
- Remember where the scanned documents are saved as you will need its location to upload it into PROMIS

### STEP 2:

- Sign into PROMIS
- Go to *Monitoring* and then *Document History*
- Then click on *Manual Upload*



### STEP 3:

- Find the patient in PROMIS (search by LAST name)
- Steps 4 and 5 explains how to name and upload the documents

### STEP 4 (SIGNED ACKNOWLEDGEMENT FORM):

- *Content Category* → Miscellaneous Medical Report
- *Date* → enter date acknowledgment form was signed
- *Short description* → “BCPRA Out of Province Acknowledgement form”
- *File name and location* → Locate where the scanned document is saved
- Click on *Upload document*

### STEP 5 (CONSULT NOTES AND UPDATED MED LISTS):

- *Content Category* → *Clinical Consults and Progress Notes*
- *Date* → enter date documents where created
- *Short description* → describe as appropriate e.g. “Medication List from Alberta”
- *File name and location* → Locate where the scanned document is saved
- Click on *Upload document*

PROMIS - 10.12.5 - 112030.2 - User:CLO1 Database:PROMIS

File Patients Treatment Monitoring Maintenance Renal Care Scheduling Reports Transplant Help User:CLO1

Upload or download document for Patient

Patient: PHN  Name  Select Mode/List: Single Pat.

Upload Document

Content Category  Date  Short Description  File Name & Location

Upload document

Saved Document(s)

Date	Document Name	Short Description	Category Description	Status	Comments	View
						View
						View
						View
						View
						View
						View
						View

Uploaded By  Upload Date  Last Updated By  Last Updated Date

Delete Save Exit

**STEP 6:**

- Save before exiting