Documents from numerous sources such as outside providers, such as consult notes, H&P, and Physician Visit Notes may be added into the resident record in Point Click Care. The process is simple, but does require additional equipment. A scanner is required to add the documents to the PCC chart. Follow the directions below to complete this process.

1. Scan the document to the computer you are using PCC on into a known location. Many users create a document folder on their desktop to scan these documents into. Within that folder they create two additional folder, one for scanned to the computer, and one for scanned into PCC.
2. If the document was emailed to you, download the document to the computer you are using to a known location as above.
3. Login to your PCC account.
4. Go to the desired resident record.
5. Go to the “Misc” Tab in the resident record:
6. While in the misc tab, select the “New Document” tab





1. When the “New Document” item is clicked, a popup will open as below:



1. Name the document by type and enter the date of the document at the end of the name. For example: Dental Visit Dr Smith 8-1-17, select the category appropriate for the document, choose the document to be uploaded and click upload.

NOTE: Be specific as to the document name and consistent with the Category Chosen.

1. An edited version of how the field will display is seen below- (*names and specifics redacted*.)



**System Guidelines**

**FILE TYPE that can be uploaded are:**

BMP, CSV, DOC, DOCX, GIF, HTM, HTML, JPEG, JPG, PDF, PJPEG, PNG, PPT, RTF, TXT, WPS, XLS, XLSX, XML, ZIP

**FILE SIZE that can be uploaded:**

Max 15 MB

Display Filter. To quickly locate a document on a resident chart use the display filters.



To get a listing of all documents uploaded utilize the Documentation Storage Report.

