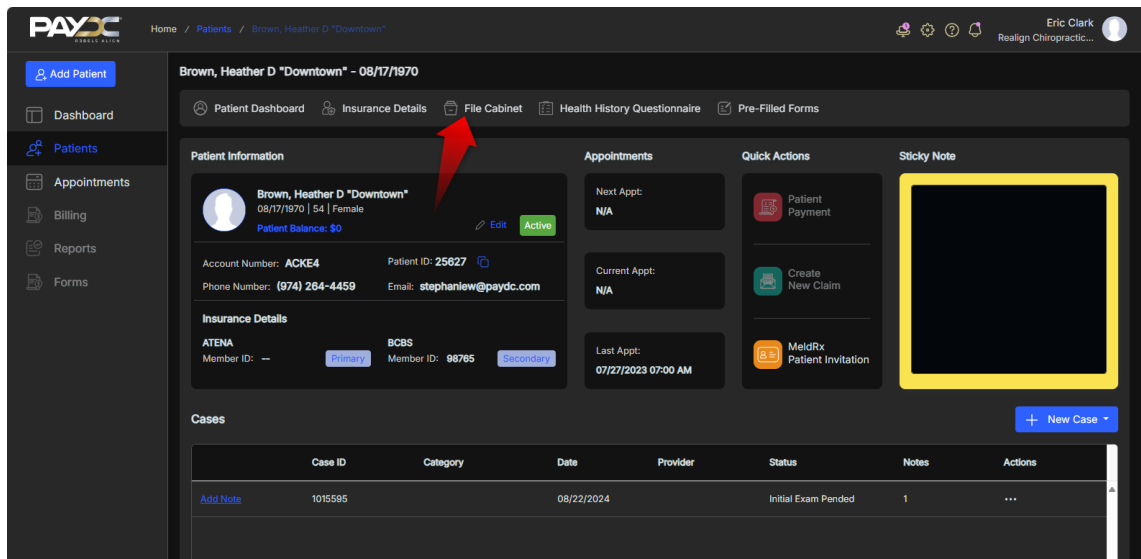
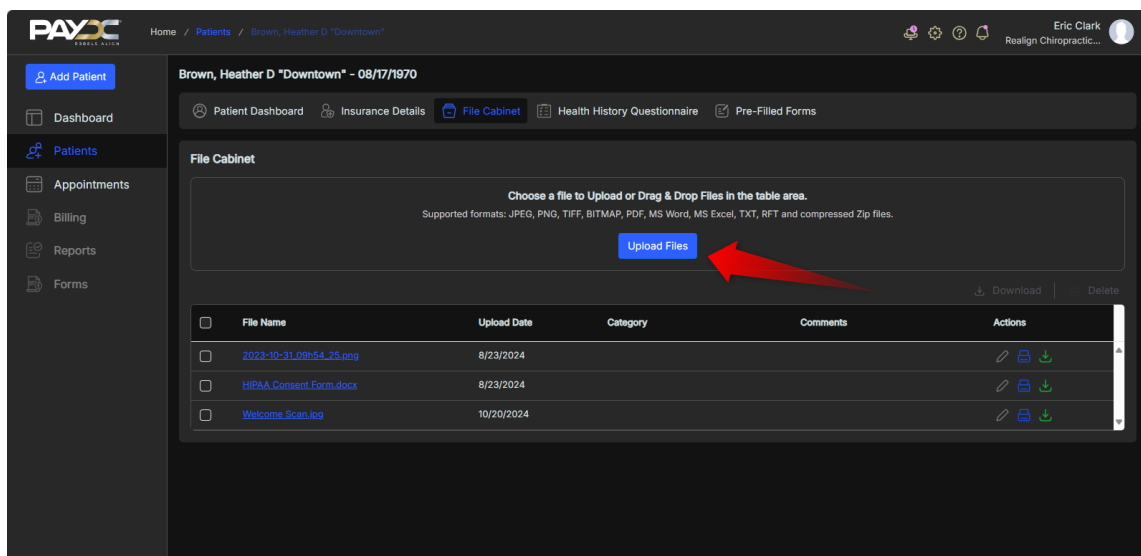


Add to File Cabinet

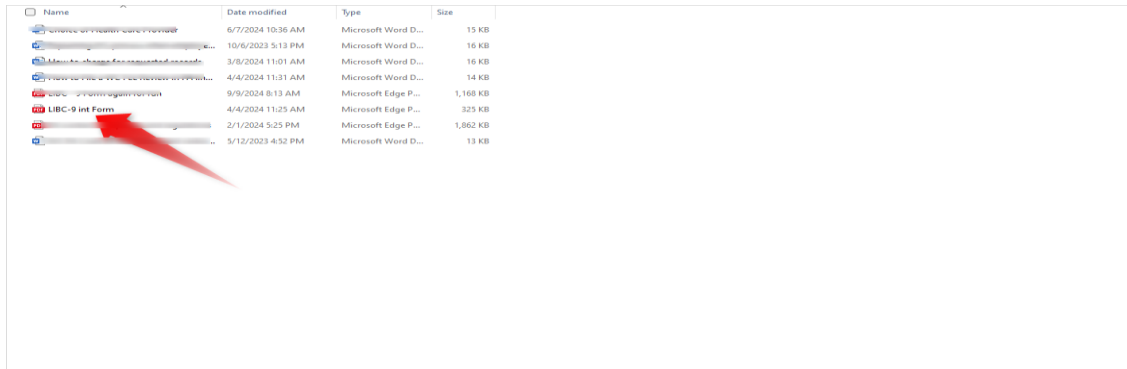
1. To add an item to a patient's file cabinet, go to the patient's account.
2. Once in the patient's account, you can either upload the document of your choice or drag and drop to deliver the document to the patient's file cabinet. Choose File Cabinet.



3. If you would like to upload a file, choose Upload Files. Your screen will change to allow you to choose from your saved files.

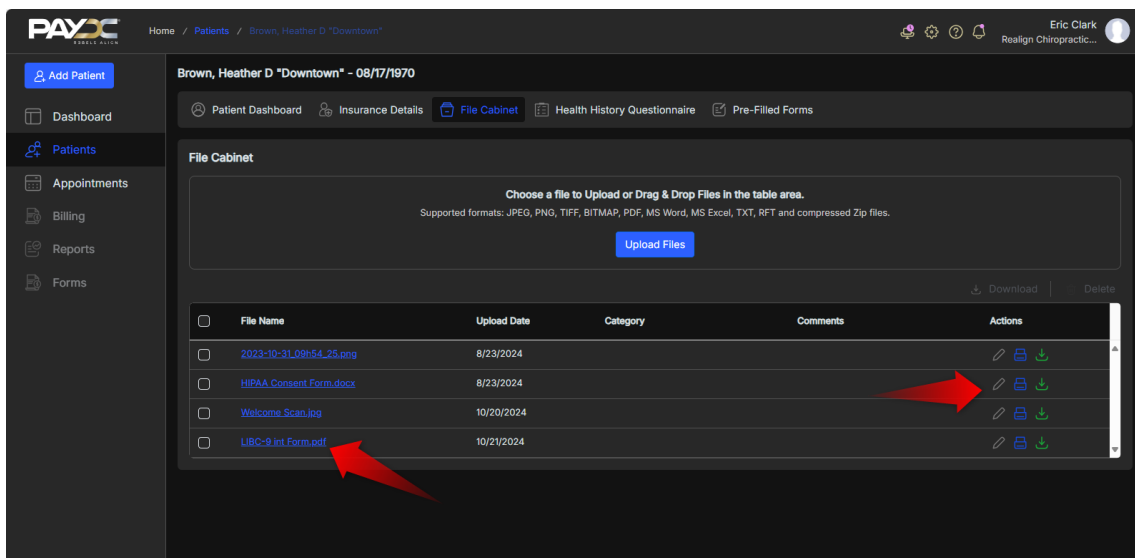


4. Choose the file from your computer you wish to upload into the patient's file cabinet.



Name	Date modified	Type	Size
2023-10-31-09h54-25.png	6/7/2024 10:36 AM	Microsoft Word D...	15 KB
2023-10-31-09h54-25.png	10/6/2023 5:13 PM	Microsoft Word D...	16 KB
2023-10-31-09h54-25.png	3/8/2024 11:01 AM	Microsoft Word D...	16 KB
2023-10-31-09h54-25.png	4/4/2024 11:31 AM	Microsoft Word D...	14 KB
2023-10-31-09h54-25.png	9/9/2024 8:13 AM	Microsoft Edge P...	1,168 KB
LIBC-9 Int Form	4/4/2024 11:25 AM	Microsoft Edge P...	325 KB
LIBC-9 Int Form	2/1/2024 5:25 PM	Microsoft Edge P...	1,862 KB
LIBC-9 Int Form	5/12/2023 4:52 PM	Microsoft Word D...	13 KB

5. You will see your document listed in File Name once the upload is complete. Use the Actions buttons to edit the file name, add a category or add a comment. Other Actions allow you to print the document or download the document.



PAYOC Home / Patients / Brown, Heather D "Downtown" - 08/17/1970

Eric Clark: Realign Chiropractic...

File Cabinet

Choose a file to Upload or Drag & Drop Files in the table area.
Supported formats: JPEG, PNG, TIFF, BITMAP, PDF, MS Word, MS Excel, TXT, RFT and compressed Zip files.

[Upload Files](#)

☐	File Name	Upload Date	Category	Comments	Actions
☐	2023-10-31-09h54-25.png	8/23/2024			Edit Download
☐	HIPAA Consent Form.docx	8/23/2024			Edit Download
☐	Welcome Scan.jpg	10/20/2024			Edit Download
☐	LIBC-9 Int Form.pdf	10/21/2024			Edit Download

6. You can drag and drop a document into the File Name area.

