Importing documents to a patient’s record on AxiUm.

1. On the Rolodex, select the patient desired.

2. Click on the paper-clip icon to launch the previously selected patient’s attachments.

3. The Patient Attachments window will open up.

4. To Import or Add a new document, click on (Add/Create Record)

5. On the new next window, give the document/attachment a NAME and ensure all details are accurate.

6. Once it’s all named, selected and categorized (Section/Tab), click OK
Modifying or Editing attachments.

This option will ONLY allow you to modify the “Description” or name of the attachment.

1. On the Rolodex, select the patient desired.

2. Click on the paper-clip icon to launch the previously selected patient’s attachments.
3. The Patient Attachments window will open up.
   A. Select the document you want to edit
   B. Click on the Edit button or double-click the selected attachment.

4. On the next window, make the desired changes and click OK.
Deleting attachments.

1. On the Rolodex, select the patient desired.

2. Click on the paper-clip icon to launch the previously selected patient’s attachments.

3. The Patient Attachments window will open up.
   A. Select the document you want to edit
   B. Click on the DELETE button

4. Confirm deletion
Main Tool Bar