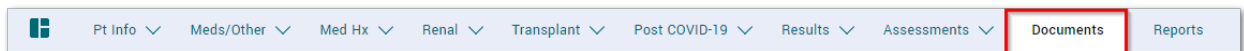![BCRenal logo]

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 them onto 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 4

- Find the patient in PROMIS (search by LAST name, PHN or PROMIS ID)

- Steps 3 and 4 explains how to name and upload the documents
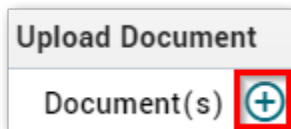
- Go to the Documents menu

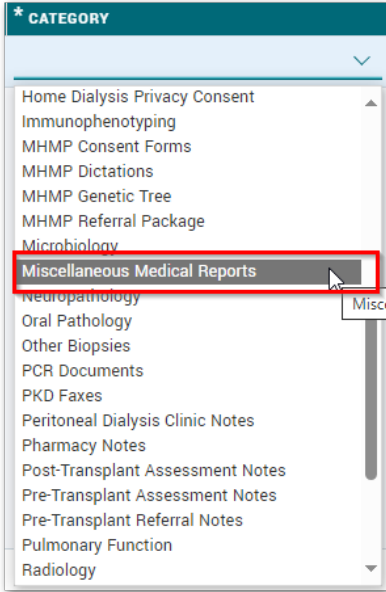| | Pt Info ∨ | Meds/Other ∨ | Med Hx ∨ | Renal ∨ | Transplant ∨ | Post COVID-19 ∨ | Results ∨ | Assessments ∨ | Documents | Reports |

- Click on Upload button

⬆ UPLOAD

STEP 3 (SIGNED ACKNOWLEDGEMENT FORM):

- Click the + sign to add the new document

Upload Document

Document(s) ⊕

- Locate the scanned document and click **Open**

- Select "**Miscellaneous Medical Report**" from the Category drop-down menu
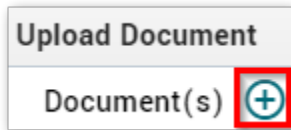
* Enter the date when the Acknowledgment form was signed

* In the Short Description field, enter "**BCPRA Out of Province Acknowledgement form**"

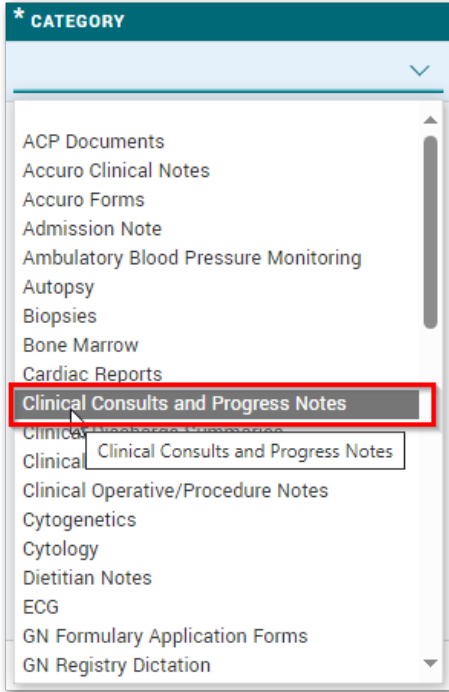| DOCUMENT NAME	* CATEGORY		* DOCUMENT DATE	SHORT DESCRIPTION
Test Document.docx	Miscellaneous Medical Reports	⌄	13-Feb-2024	BCPRA Out of Province Acknowledgement form

* Click on **Save**

STEP 4 (CONSULT NOTES AND UPDATED MED LISTS):

* Click the + sign to add the new document

* Locate the scanned document and click **Open**

* Select "**Clinical Consults and Progress Notes**" from the Category drop-down menu

- Enter the date when the documents were created

- In the Short Description field, describe as appropriate e.g. "Medication List from Alberta"

DOCUMENT NAME	* CATEGORY		* DOCUMENT DATE	SHORT DESCRIPTION
Test Document.docx	Clinical Consults and Progress Notes	∨	13-Feb-2024	Medication List from Alberta

- Click on **Save**