## How to upload and share documents in Charm

Step 1: Log into your charm account

Step 2: Click on the Documents icon on your home page

## Step 3: Click on the Upload button



<ul> <li>OneDrive</li> <li>This PC</li> <li>3D Objects</li> <li>Decision</li> </ul>	DoctorsDataOrderFormExample (1)     Lab results	12/14/2020 9:37 A 2/18/2021 10:02 A	Adobe Acrob Adobe Acrob	SHARE SEC	CTIONS
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<ul> <li>Medications</li> <li>Supplements</li> <li>Labs</li> </ul>	Shared by Me	Food_ [PDF]	_Re_introdu 132.81 KB	uction_Instr	Uploa

Step 4: Select the File you want to upload and click on Open

Step 5: Click the Upload and Share button

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Share To 🥚 Care	Member Others				
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Sep 01, 2022 [184.45 KB]					
	Share				

Step 6: Select to Share to Care Member and in the To field select Dr Barrett and Practice Admin

Step 7: Click on the Share Button

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Document(s) will be shared to Practice and selected members will be notified	- 1
Image: Ward of the second s	- 1
Share	

Congrats! You have successfully uploaded and shared the document with Dr. Barrett and practice admin.

If you uploaded your documents under Labs instead of Documents don't fret! You will still need to "share" the Labs with us. Follow these steps to "share" what you have uploaded under the Labs section with us.



Step 1: On the main page click on SHARE SECTIONS

Step 2: Click on the Share button

	Share Records with Practice	×
		Share
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	No data available	
e	Start sharing your personal health data added in patient portal to the practice using share button	
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Step 3: Choose Dr. Sara Jean Barrett from the pull down menu of who to share with. This will share to both Dr. Barrett and Amy, her assistant. Also click on the button to the right of Labs to select that section to share.

Share Records with Practice					×
This feature enables you to share the clinical data added in ChARM PHR Patient portal to the practice members.					
To DR. SARA JEAN B ×					
	Medications	0	Supplements		
	Labs 🔶		Allergies		
	Problem List	0	Procedures		
	Diet	0	Therapies		
	Immunizations	0	Wellness		
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