

How to Upload Documents in the Patient Portal

Account holders can upload images of ID cards, insurance cards, and medical documents through the Patient Portal.

1. Sign into the Patient Portal.

Account holders can upload images of ID cards, insurance cards, and medical documents through the Patient Portal.

Advanced MD | Patient Portal

2. From the Home page, click on Upload Documents.



3. Locate the Medical Documents tab at the bottom of the documents list.

Neur Abilities	Profile Appointments Messages	Bils Prescriptions	Forms Records	
Home Request a Family Member Profile Settings	Messaging Preferences Activity History Terr	ns of Service Upload Document	ts	Log Out
	Upload Documer	ıts		
	Pettent Test, Joey 03/02/2022	•		
	 ID Card (Driver's License or Oth Front 	Back		
	Click, or drag and drop to add Click, or an image	drag and drop to add an image		
	 Primary Insurance Card 	(UNE was here some		
	Front Chick, or drag and drop to add an image Totest new linead n	Back drag and drop to add an image T		
	> Secondary Insurance Card			
	Tertiary Insurance Card Medical Documents			
	Send			



4. Click on the arrow to open the Medical Documents tab.

Document 1	Document 2	
Click, or drag and drop to add a	Click, or drag and drop to add a	
T	7	
(10MB max file size)	(10MB max file size)	
Document 3		
Click, or drag and drop to add a file		
(10MB max file size)		

5. Click, or drag and drop to add a file. You may upload 3 files at one time.

6. Once documents are loaded in, the Send button is no longer grayed out and becomes available. Hit Send.



7. Our team will receive your documents in our system in your patient chart.



Upload documents from a mobile device

1. From the Home page, locate the Profile menu and click on the down arrow to expand. Select Upload Documents.





2. Scroll to the bottom of the screen to Medical Documents. Click the down arrow to expand.

Profile		Log Out
·	Medical Documents	
	Upload files that contain sensitive medical information for clinical staff to view securely.	
	Document 1 Document 2	
	Click here to upload a file T (10MB max file size) (10MB max file size)	
	Document 3 Click here to upload a file (19MB must file slop)	
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3. Click in the box to upload a file. You may upload 3 files at one time.

4. Once documents are loaded in, the Send button is no longer grayed out and becomes available. Hit Send.

5. Our team will receive your documents in our system in your patient chart.