Step by Step Instructions for providers to attach documents (DPoC) in ePOC:

To support the POC(s) for the tag(s) on a survey, you can attach (or remove) supplemental documentation at any time prior to final POC approval. A count of the attachments to each survey is given next to the paper clip icon above the Survey Detail grid. The attachment could be the survey letter with Directed Plan of Correction (DPoC).

When you click the paper clip, the Attachments page opens with a list of attachments to the survey (if any) in alphabetical order by filename and a brief description of each. From here, you can add, remove, or view attachments.

Supported document types are .DOC, .DOCX, .XLS, .XLSX, .PDF, .JPG, .JPEG, .GIF, .TIFF, and .TXT. File size is limited to 4MB per attachment. A statement in the Add an Attachment section on the Attachments page emphasizes the need to protect patient confidentiality.

Upon approval of POCs for all tags on a survey, your attachments are removed. No record of them is retained within the ePOC system.

To attach a file:

1. Open Survey Detail for the survey.
2. Click the paper clip icon above the grid to open the Attachments page.
3. In the Add an Attachment section, click the Browse button to locate the file and enter its name.
4. Enter a brief Description of the attachment.
5. Click the Attach button. The attachment is added to the Attachments grid.
6. Repeat for additional attachments.
7. Click outside of, or close the Attachments page to return to the Survey List.

To view an attachment:

1. On the Survey Detail page, click the paper clip icon above the grid to open the Attachments page. The filename of each attachment is a link.
2. Click the File Name of the attachment you want to view.
3. Choose Open in the message that appears. The attachment opens in the appropriate application.
4. Close the attachment to return to the Attachments page.
5. Click outside of, or close the Attachments page to return to the Survey List.

To delete an attachment:

1. On the Survey Detail page, click the paper clip icon above the grid to open the Attachments page.
2. In the Delete column, click the X for the attachment you want to delete. The attachment is deleted.

WARNING! There is no confirmation message, so be sure you want to delete the attachment.