How Do I Upload a PDF to a Chart?

First you need to Log in to the Facilities KIPU Account, fill in the credentials ie. Email or username and password:
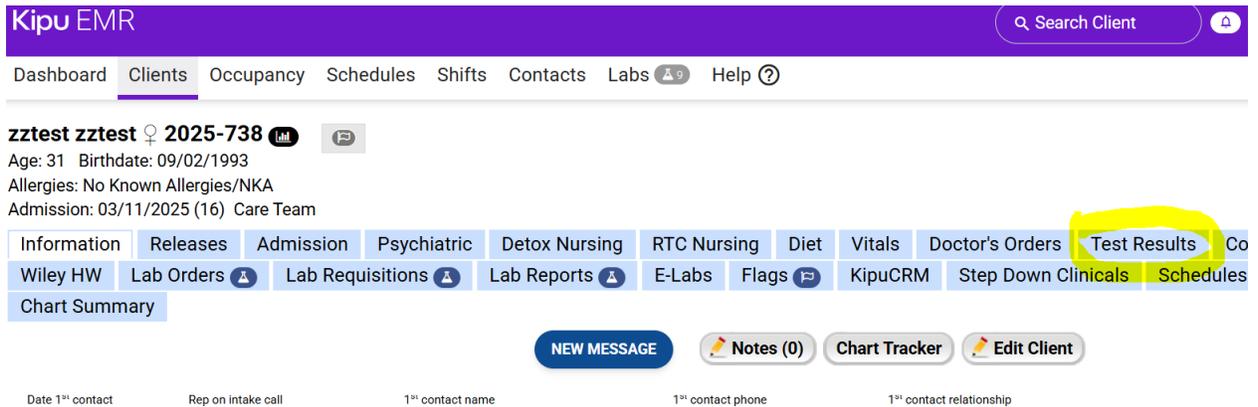

Once Logged in it will land you to the Clients page, in this page you can see pictures and names of the patients for a facility , on the upper right corner you can see a search function, you can search a patient name – ie. First name, Last name for a more accurate search.

It will show a dropdown of which patients chart you are looking for:
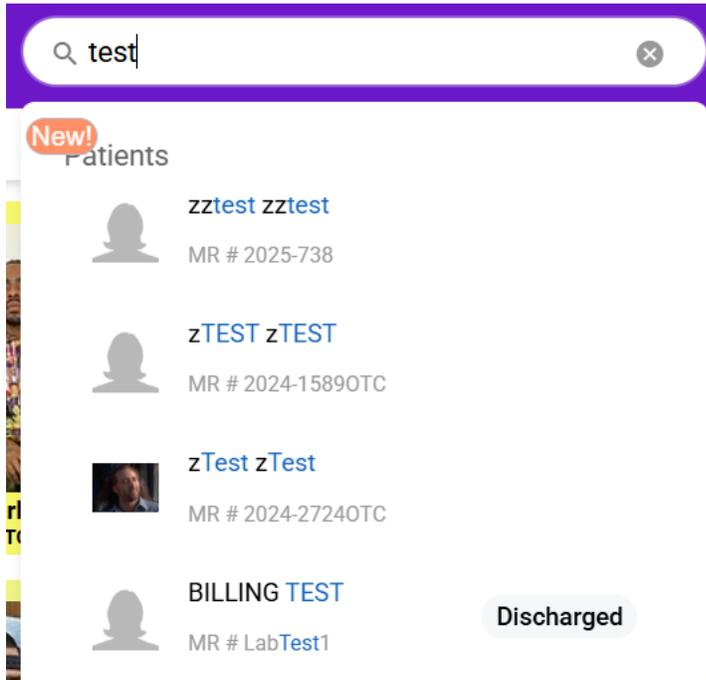
In this case we search for patient zztest click on the patients profile then it will land you to the patients information page, on the dashboard select Test Results or Labs.

Then click ADD FORM:

It will show a dropdown then select **ATTACHMENT**:

Open the form and click **Add Attachment**.

←Clinical Assessments

Attachment

Add signers

ADD COMMENTS / PRINT PREVIEW

Notice	x
WARNING: SUPER-ADMIN OVERRIDE MODE - any changes are permanent even after these forms were signed.	

Title:

Description: ☐ None

Attachments

⊕ **Add attachment**

Annotations

Click **Choose File**.

←Clinical Assessments

Attachment

Add signers

ADD COMMENTS / PRINT PREVIEW

Notice	x
WARNING: SUPER-ADMIN OVERRIDE MODE - any changes are permanent even after these forms were signed.	

Title:

Description: ☐ None

Attachments

Choose File No file chosen   ✖ Delete Attachment

⊕ Add attachment

Annotations

ⓘ *No Annotations found*

💬 Help

Select the correct file from your device.
Once uploaded successfully, you will see the file name.

←Clinical Assessments

Attachment

Add signers   ADD COMMENTS / PRINT PREVIEW

Notice	x
WARNING: SUPER-ADMIN OVERRIDE MODE - any changes are permanent even after these forms were signed.	

Title: [_____]

Description: ☐ None

[   ]

Attachments
de89f8fe7f7c4fa6d8769ecd76a49d035914dfc1.ics, 26.6 KB   ✖ Delete Attachment

⊕ Add attachment

💬 Help

Annotations

Put a Title : ie Test Results – 03/26/2025

You can also put a description of the file or just click none.

Then Sign & Submit

Kipu EMR

Dashboard   Clients   Occupancy   Schedules   Shifts   Contacts   Labs ▲727   Reports   Help ?

Add signers   ADD COMMENTS / PRINT PREVIEW

	Sign & submit	x

Title: [test report - 03/26/2025]   [Staff ▼]

Date: [03/26/2025 02:54 PM]

Description: ☐ None   Please sign inside the box below.

[   ]   [   ]
                                          TEST

Scanned Document:
⊕ Add attachment

Annotations
ⓘ No Annotations found   Clear

Update

Validate assessment   Sign & Submit   Cancel   Submit

⊙ BACK TO TOP

Once submitted, you will see the attached file on the patients chart.