

# 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:



## Kipu EMR

Staff Sign In and Terms Acceptance

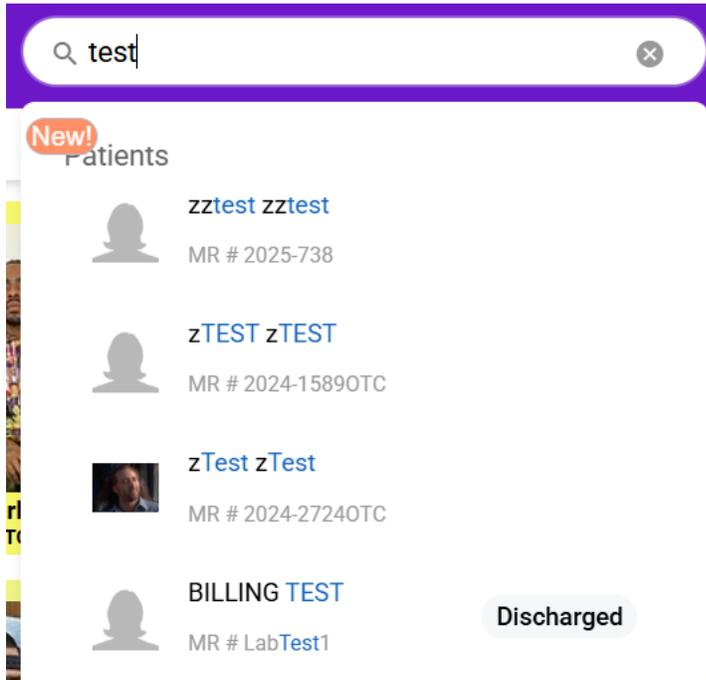
Sign in and Accept Terms of Use

By clicking "Sign in and Accept Terms of Use," you indicate that you have read and agree to be bound to the current Kipu Terms of Use.

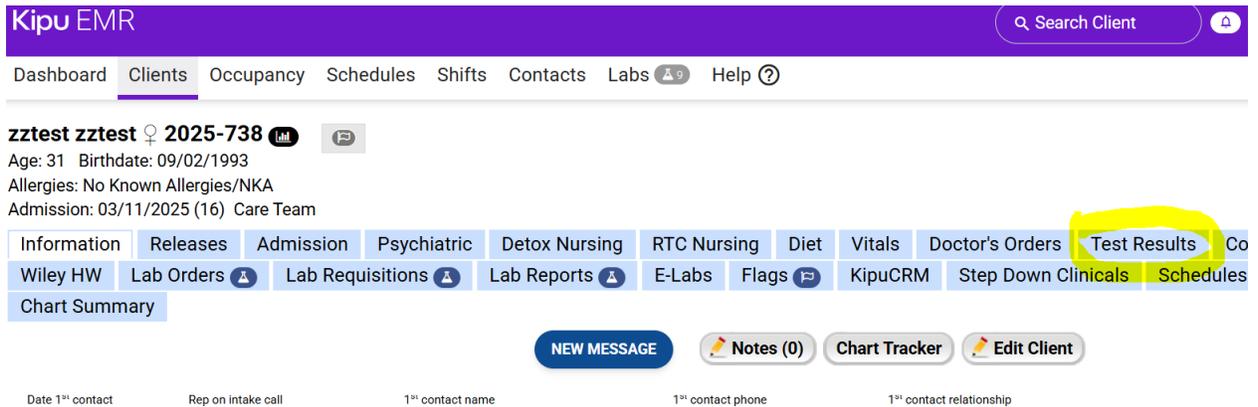
Once Logged in it will land you to the Clients page, in this page you can see pictures and names of the patients for a facility , on the upper right corner you can see a search function, you can search a patient name – ie. First name, Last name for a more accurate search.



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**:

The screenshot shows the Kipu EMR interface for a client named 'zztest zztest ♀ 2025-738'. The top navigation bar includes 'Dashboard', 'Clients', 'Occupancy', 'Schedules', 'Shifts', 'Contacts', 'Labs', and 'Help'. Below the navigation bar, there are tabs for 'Information', 'Releases', 'Admission', 'Psychiatric', 'Detox Nursing', 'RTC Nursing', 'Diet', 'Vitals', 'Doctor's Orders', and 'Test Results'. Under the 'Test Results' tab, there are sub-tabs for 'Wiley HW', 'Lab Orders', 'Lab Requisitions', 'Lab Reports', 'E-Labs', 'Flags', 'KipuCRM', 'Step Down Clinicals', and 'Sched'. The 'Test Results' section is active, and the 'Add form' button is highlighted in yellow.

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

The screenshot shows the Kipu EMR interface with the 'Test Results forms' dropdown menu open. The dropdown menu lists various forms with an 'Add' button next to each. The 'Attachment' form is highlighted in yellow. The forms listed are: Admissions Labs/Screen, Attachment, BinaxNOW Strep A, Breathalyzer Result Form, COVID-19 Rapid Test Results, COVID-19 (SARS-CoV-2) Screening, Point of Care Urine Drug Screen, Pregnancy Test Results, Urine Toxicology Results, Abnormal Lab Notification for Discharged Client, and Lab Communication. A 'Cancel' button is visible at the bottom of the dropdown menu.

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

←Clinical Assessments

### Attachment

Add signers

ADD COMMENTS / PRINT PREVIEW

#### Notice

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

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

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

Staff

Please sign inside the box below.

TEST

Clear

Cancel Submit

Title: test report - 03/26/2025

Date: 03/26/2025 02:54 PM

Description:  None

Scanned Document:

+ Add attachment

Annotations

No Annotations found

Update

Validate assessment Sign & Submit

BACK TO TOP

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

Test6 Test ♀ TEST-0987

Age: 44 Birthdate: 09/14/1980

Allergies: Advil, Chocolate

Admission: 10/13/2022 (2) Care Team

Clinical LOC: IOP (3)

F13.180 Sedative-, hypnotic-, or anxiolytic-induced anxiety disorder, With mild use disorder  
F50.02 Anorexia nervosa, Binge-eating/purging type  
1) Latest file TEST-0987

- Information Pre-Admission PHI Log Consents Releases Financial Assessments/Screens LOC, SCHD, Dx Treatment I
- Family Contact Notes Outcome Tools Group Sessions Case Management Physical /Psychiatric Provider Orders Labs
- Lab Reports Patient Ledger Flags For Review Psychiatry KipuCRM Billing BHT-Peer-Support Kipu Messenger
- Utilization and Review Attendance Appointments Chart Summary

Labs

← Clients + Add form

Name   Date	Status	Entry	Review
Attachment test report - 03/26/2025 03/26/2025 02:54 PM	Completed 03/26/2025	PT CD CM Diet GF Nurse PD PSY MD Intake ADM NMD BHT	X [edit] [share]