Tip Sheet: Managing Attachments

This tip sheet has been developed by the Department of Home Affairs (Home Affairs), in conjunction with U.S. Department of State (DOS) to assist eMedical users with managing attachments in eMedical.

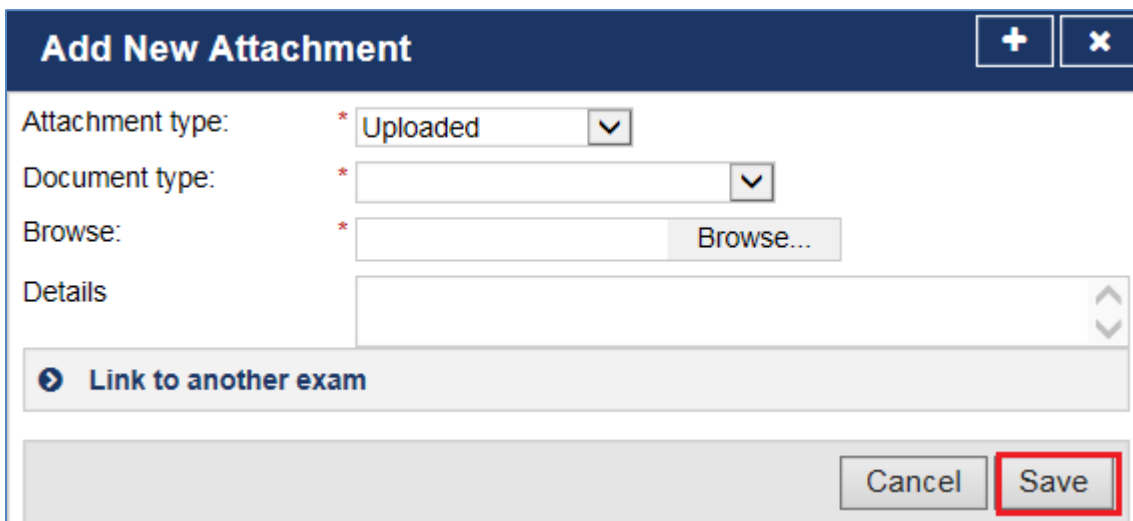## How do I attach documents/files to a health case in eMedical?

Step 1. Go to the **Attachments** section of the relevant exam/page

Step 2. Press the **Add New** button

The **Add New Attachment** window displays.

Step 3. Select the **Attachment type** 'Uploaded'

Step 4. Select the correct **Document Type (see the 'Required documents' list below)**

Step 5. Press **Browse** and select the correct file

Step 6. Add any additional comments if appropriate in the **Details** field (not mandatory)

Step 7. Press the **Save** button

Note: For Mental health attachments, please upload a PDF.

The attachment will now be uploaded.

Do I have to attach pages one at a time?

No, you do not have to do this. eMedical accepts attachments up to the size of 5 Mb for general attachments.

What if one attachment contains information for several examinations? Do I need to attach it more than once?
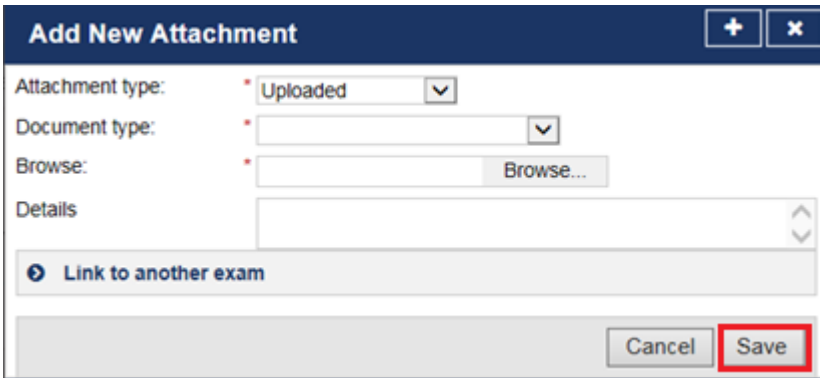
If you have one attachment which covers a number of examinations; for example, if you have one document which has test results for a Syphilis test and a Gonorrhea test, you only need to upload the document once. There are two options for attaching documents with information for several examinations, as outlined below:

Option 1:

If you haven't attached any documents yet and want to attach one document to a number of examinations (e.g. a pathology examination to a number of blood tests):

Step 1. Go to the **Attachments** section of the relevant exam and press the **Add New** button
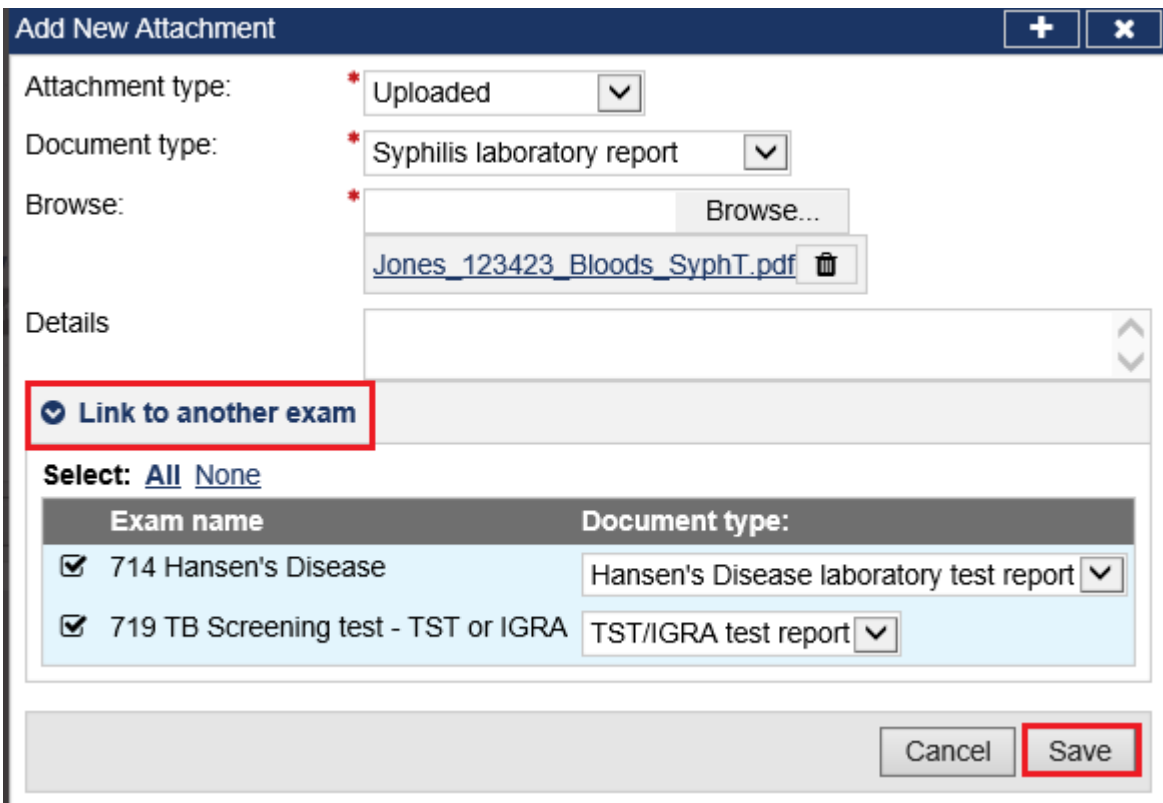
The **Add New Attachment** window displays.

Step 2. Select the **Document type** from the drop down list and press **Browse** to select the file

Step 3. Click on **Link to another exam** and select the relevant exams you want to attach the report to
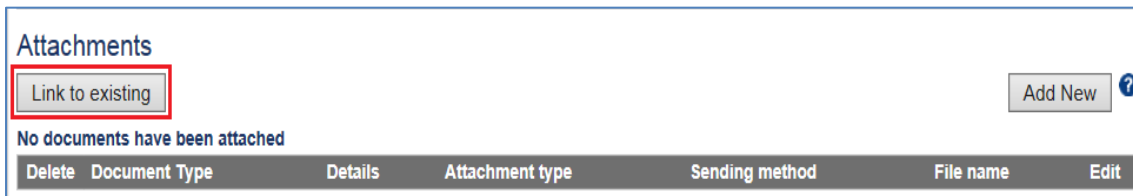
Step 4. Press the **Save** button

The attachment will now be linked and uploaded to each selected examination.

Option 2:

If you have already attached a report to one examination, but you now want to attach it to another examination:

Step 1. Go to the **Attachments** section of the 'record results' page of the examination that you are now recording

Step 2. Press the **Link to existing** button
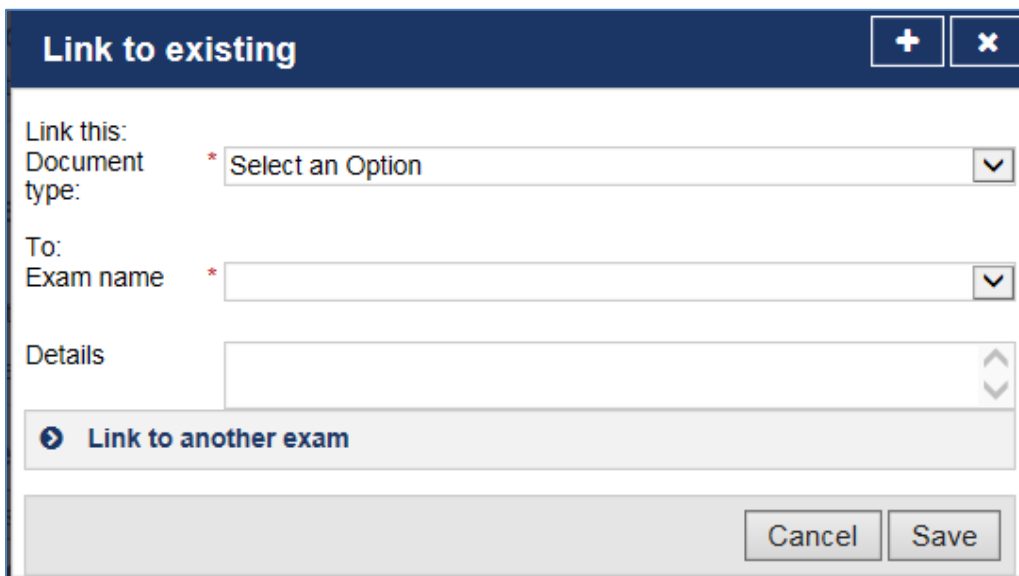
The **Link to existing** window displays.

Step 3. Select the correct **Document Type** for the new examination

Step 4. Select **Exam name** of the exam in which you have already added the Attachment

Step 5. Select the correct **Document Type** of the initial document that you have already added as an Attachment

Step 6. Add any additional comments, if appropriate, in the **Details** field (not mandatory)

Step 7. Press the **Save** button

The attachment will now be linked and added to the test.

Note: Please make sure you link attachments where possible as it will save you time, and also streamline processing for DOS.

What if I have already submitted a case?

You cannot attach documents to an eMedical case if you have already **submitted** it, as the case will appear in a read-only format. If you believe the information is important (i.e. there are significant concerns about the applicant's medical condition), please send that to DOS using **'Contact us'** self-service in eMedical.

Required document and suggested naming conventions

The table below outlines which documents you are required to add to certain examinations in eMedical and the suggested naming conventions for each type of attachment – as agreed by DOS.

Type of examination	Required documents in eMedical (Note: make sure that you must select this as the Document Type)	Agreed – DOS naming convention	Example of correctly named attachment
All cases	Photo	Surname_health case ID_Photo	Jones_AA0001IVXQ_Photo
106 Mental Health report	Mental Health report	Surname_health case ID_Mental health	Smith_AA0001IVXP_Mental health
501 Medical Examination			
502 Chest X-ray Examination	• Posteroanterior (PA) chest x-ray image • Lateral chest x-ray image (applicant <10)	• Surname_health case ID_PACXR • Surname_health case ID_LACXR	• Miller_AA0001IVXR_CXR • Miller_ AA0001IVXR_LACXR
603 Investigation on current state of tuberculosis	• Repeat Posteoanterior (PA) chest x-ray image • Sputum test results • Second Line Test results (optional) • Molecular test report (optional)	• Surname_health case ID_PACXR • Surname_health case ID_Sputum • Surname_health case ID_DST • Surname_health case ID_Molecular	• Miller_AA0001IVXR_PACXR • Miller_AA0001IVXR_Sputum • Miller_AA0001IVXR_DST • Miller_AA0001IVXR_Molecular
607 Continued anti-tuberculosis treatment	• Repeat chest x-ray image • DST results • DOT Report	• Surname_health case ID_ContCXR • Surname_health case ID_Cont DST • Surname_health case ID_Cont DOT	• Jones_AA0001IVXQ_ContCXR • Jones_AA0001IVXQ_Cont DST • Jones_AA0001IVXQ_Cont DOT
712 Syphilis Test (VDRL or RPR)	Syphilis laboratory report	• Surname_health case ID_SyphT	• Jones_AA0001IVXQ_SyphT
713 Gonorrhea	Gonorrhea test report	• Surname_health case ID_Gono	• Jones_AA0001IVXQ_GonoT
714 Hansen's Disease	Hansen's test report	• Surname_health case ID_Hansen's	• Jones_AA0001IVXQ_Hansen's
719 TB screening test - TST or IGRA	TST report required if IGRA positive	• Surname_health case ID_TBsc	• Jones_AA0001IVXQ_TBsc
951 Vaccinations	Report	• Surname_health case ID_Vacc Rep	• Jones_AA0001IVXQ_Vacc Rep

Note: If you are uploading one pathology report, which covers more than one of these examinations (e.g. all blood test results) we suggest you name the attachment in the form of **Surname_health caseID_path**

Note: Acceptable attachment types:

• X-ray image MUST be: **.dcm**

• Applicant's photo can be: **.jpg**, **.jpe**, **.jpeg**

• Other attachments can be: **.dcm**, **.doc**, **.docx**, **.gif**, **.jpg**, **.jpe**, **.jpeg**, **.pdf**, **.png**, **.ppt**, **.pptx**, **.rtf**, **.txt**, **.xls**, **.xlsx**