


## 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?

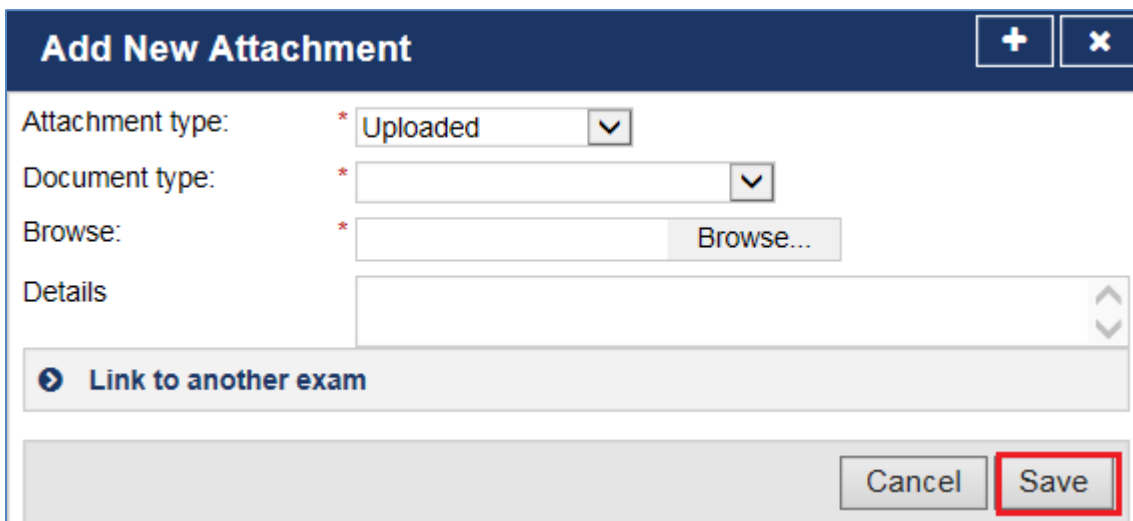
**Step 1.** Go to the **Attachments** section of the relevant exam/page

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



The screenshot shows the 'Attachments' section of the eMedical interface. At the top left, there is a 'Link to existing' button. At the top right, the 'Add New' button is highlighted with a red rectangular box. Below these buttons, a message states 'No documents have been attached'. A table header is visible with columns: Delete, Document Type, Details, Attachment type, Sending method, File name, and Edit.

The **Add New Attachment** window displays.



The screenshot shows the 'Add New Attachment' dialog box. It has a title bar with a plus sign and a close button. The form contains the following fields:
 

- Attachment type:** A dropdown menu with 'Uploaded' selected.
- Document type:** A dropdown menu.
- Browse:** A text input field with a 'Browse...' button.
- Details:** A text area for entering comments.
- Link to another exam:** A checkbox option.

 At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red rectangular box.

**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.

**Add New Attachment**

Attachment type: \* Uploaded

Document type: \* Syphilis laboratory report

Browse: \* Browse...

Details

Link to another exam

Cancel Save

**Add New Attachment**

Attachment type: \* Uploaded

Document type: \* Syphilis laboratory report

Browse: \* Jones\_123423\_SyphT.pdf

Details

Link to another exam

Cancel Save

The attachment will now be uploaded.

| Delete | Document Type              | Details | Attachment type | Sending method | File name              | Edit |
|--------|----------------------------|---------|-----------------|----------------|------------------------|------|
|        | Syphilis laboratory report | -       | Uploaded        | -              | Jones_123423_SyphT.pdf |      |

## 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?

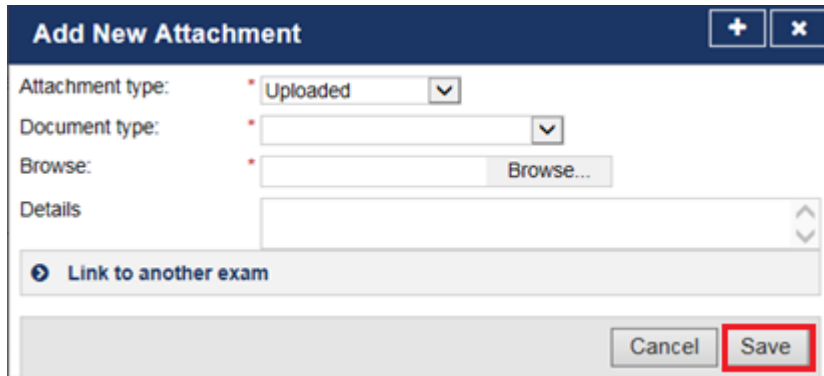
If you have one attachment which covers a number of examinations; for example, if you have one document which has test results for a Syphilis test and a Gonorrhea test, you only need to upload the document once. There are two options for attaching documents with information for several examinations, 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.



**Add New Attachment**

Attachment type: \* Uploaded

Document type: \*

Browse: \* Browse...

Details

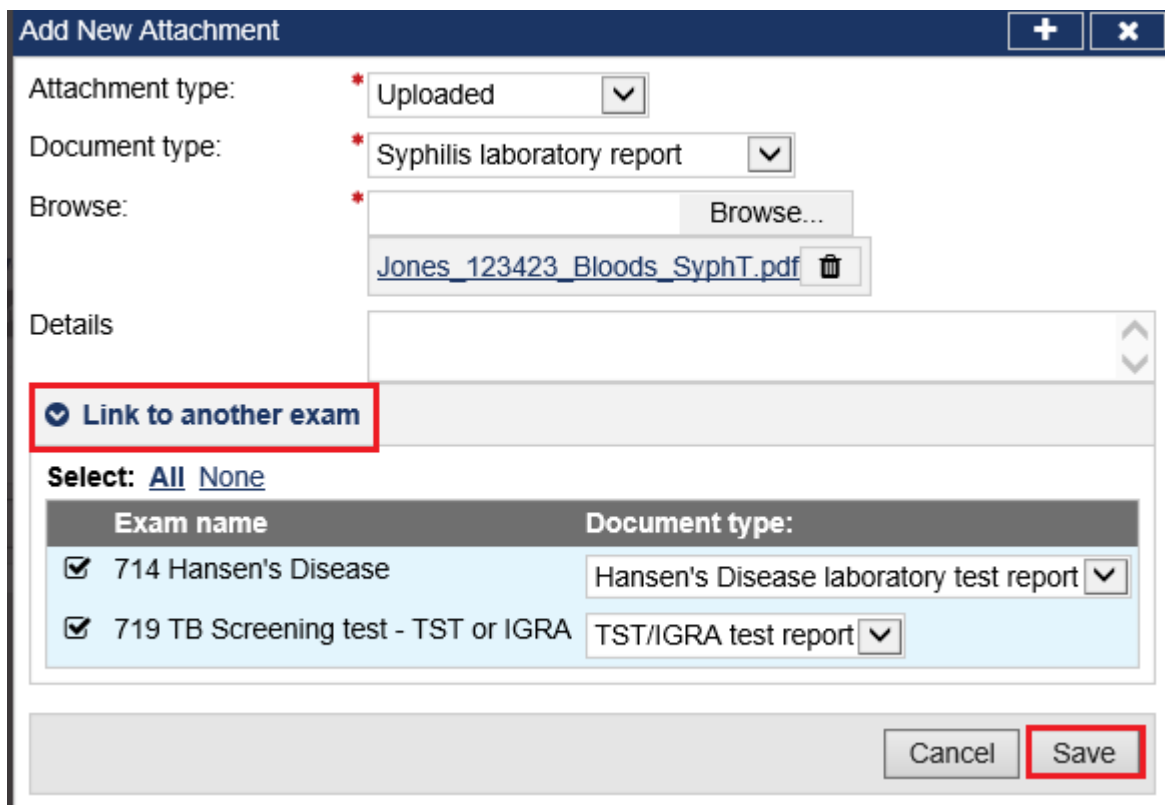
Link to another exam

Cancel Save

**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



**Add New Attachment**

Attachment type: \* Uploaded

Document type: \* Syphilis laboratory report

Browse: \* Browse...

Jones\_123423\_Bloods\_SyphT.pdf

Details

Link to another exam

Select: [All](#) [None](#)

| Exam name   | Document type:                          |
|---|---|
| <input checked="" type="checkbox"/> 714 Hansen's Disease                | Hansen's Disease laboratory test report |
| <input checked="" type="checkbox"/> 719 TB Screening test - TST or IGRA | TST/IGRA test report                    |

Cancel Save


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



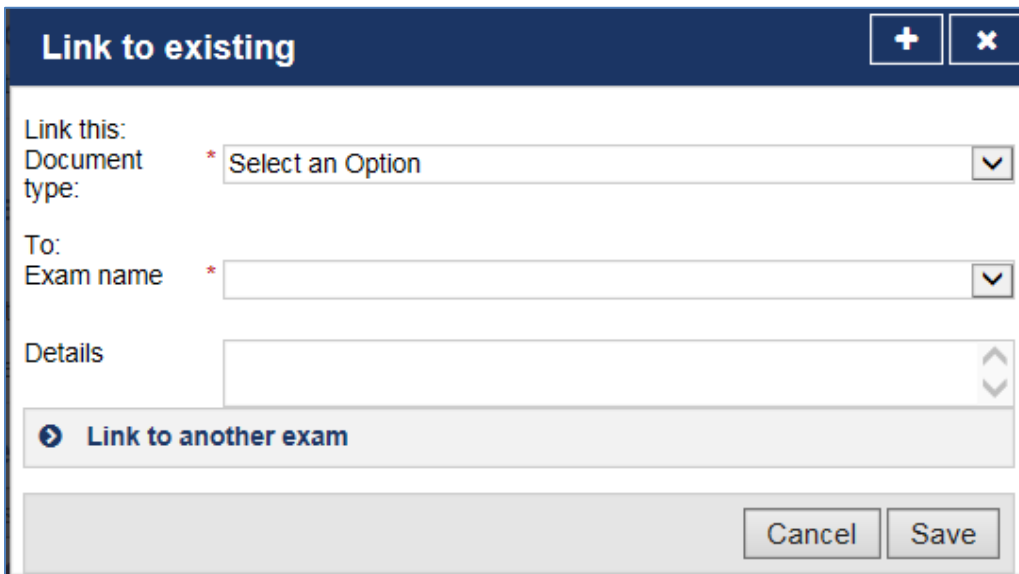
Attachments

Link to existing Add New ?

No documents have been attached

| Delete | Document Type | Details | Attachment type | Sending method | File name | Edit |
|--------|---------------|---------|-----------------|----------------|-----------|------|
|--------|---------------|---------|-----------------|----------------|-----------|------|

The **Link to existing** window displays.



Link to existing

Link this:  
Document type: \* Select an Option

To:  
Exam name: \*

Details

Link to another exam

Cancel Save

**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

Link to existing
+ ×

**Link this:**

Document type: \* Syphilis laboratory report ▼

**To:**

Exam name \* 714 Record diagnosis and treatment for Hansen's Disease ▼

Document type: \* Hansen's Disease laboratory test report ▼

Details ^ ▼

🔗 Link to another exam

Cancel Save

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

### Attachments

Link to existing
Add New ?

| Delete | Document Type              | Details | Attachment type | Sending method | File name                              | Edit |
|--------|----------------------------|---------|-----------------|----------------|--|------|
| 🗑️     | Syphilis laboratory report | -       | Uploaded        | -              | <a href="#">Jones_123423_Psych.pdf</a> | ✎️   |

**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 ( <b>Note:</b> 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                        | <ul style="list-style-type: none"> <li>Posteroanterior (PA) chest x-ray image</li> <li>Lateral chest x-ray image (applicant &lt;10)</li> </ul>  | <ul style="list-style-type: none"> <li>Surname_health case ID_PACXR</li> <li>Surname_health case ID_LACXR</li> </ul>  | <ul style="list-style-type: none"> <li>Miller_AA0001IVXR_CXR</li> <li>Miller_AA0001IVXR_LACXR</li> </ul>  |
| 603 Investigation on current state of tuberculosis | <ul style="list-style-type: none"> <li>Repeat Posteroanterior (PA) chest x-ray image</li> <li>Sputum test results</li> <li>Second Line Test results (optional)</li> <li>Molecular test report (optional)</li> </ul> | <ul style="list-style-type: none"> <li>Surname_health case ID_PACXR</li> <li>Surname_health case ID_Sputum</li> <li>Surname_health case ID_DST</li> <li>Surname_health case ID_Molecular</li> </ul> | <ul style="list-style-type: none"> <li>Miller_AA0001IVXR_PACXR</li> <li>Miller_AA0001IVXR_Sputum</li> <li>Miller_AA0001IVXR_DST</li> <li>Miller_AA0001IVXR_Molecular</li> </ul> |
| 607 Continued anti-tuberculosis treatment          | <ul style="list-style-type: none"> <li>Repeat chest x-ray image</li> <li>DST results</li> <li>DOT Report</li> </ul>   | <ul style="list-style-type: none"> <li>Surname_health case ID_ContCXR</li> <li>Surname_health case ID_Cont DST</li> <li>Surname_health case ID_Cont DOT</li> </ul>                                  | <ul style="list-style-type: none"> <li>Jones_AA0001IVXQ_ContCXR</li> <li>Jones_AA0001IVXQ_Cont DST</li> <li>Jones_AA0001IVXQ_Cont DOT</li> </ul>                                |
| 712 Syphilis Test (VDRL or RPR)                    | Syphilis laboratory report  | Surname_health case ID_SyphT  | Jones_AA0001IVXQ_SyphT  |
| 713 Gonorrhoea                                     | Gonorrhoea 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**