ONTARIO eHUB SAVE TO CHART

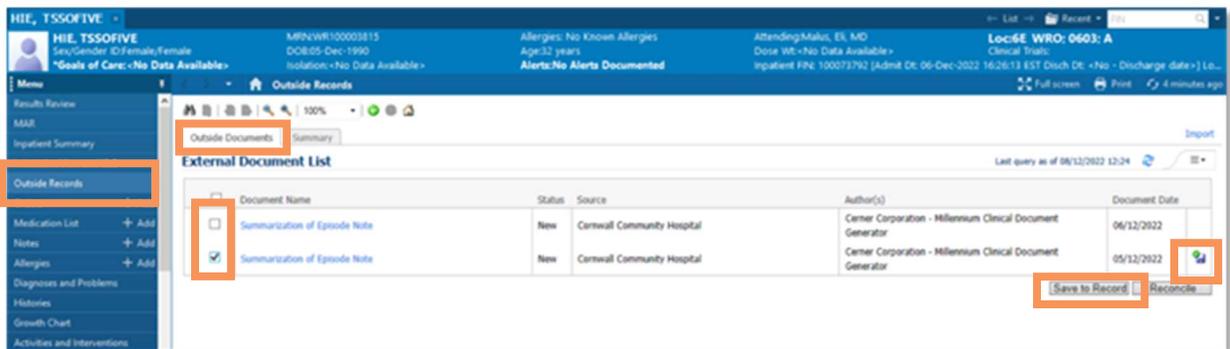Where possible, Ontario eHub will bundle information and place it in the appropriate sections of the *Outside Records* tab. The *Outside Documents* tab within this section is a list of documents stored locally, as well as documents retrieved via the eHub from its connected partners.

WHAT IS 'SAVE TO CHART' AND WHAT DOES SAVING TO CHART DO?

Outside documents from other organizations will be viewable and end users will have the ability to save these external documents to the hospital patient record by selecting the document and saving it to the patient chart.

HOW TO SAVE OUTSIDE DOCUMENTS TO POWERCHART

1. Select the **Outside Records** tab within the side menu.
2. Select the **Outside Documents** tab.
3. Find the document(s) you wish to *SAVE TO CHART* and click the tick box to select the document.
4. Select the **Save to Record** button in the bottom right of the chart.
5. The document is successfully saved to the patient chart when the small floppy disk 📀 icon appears.

AFTER "SAVING TO CHART" WHERE DO THE DOCUMENTS GO?