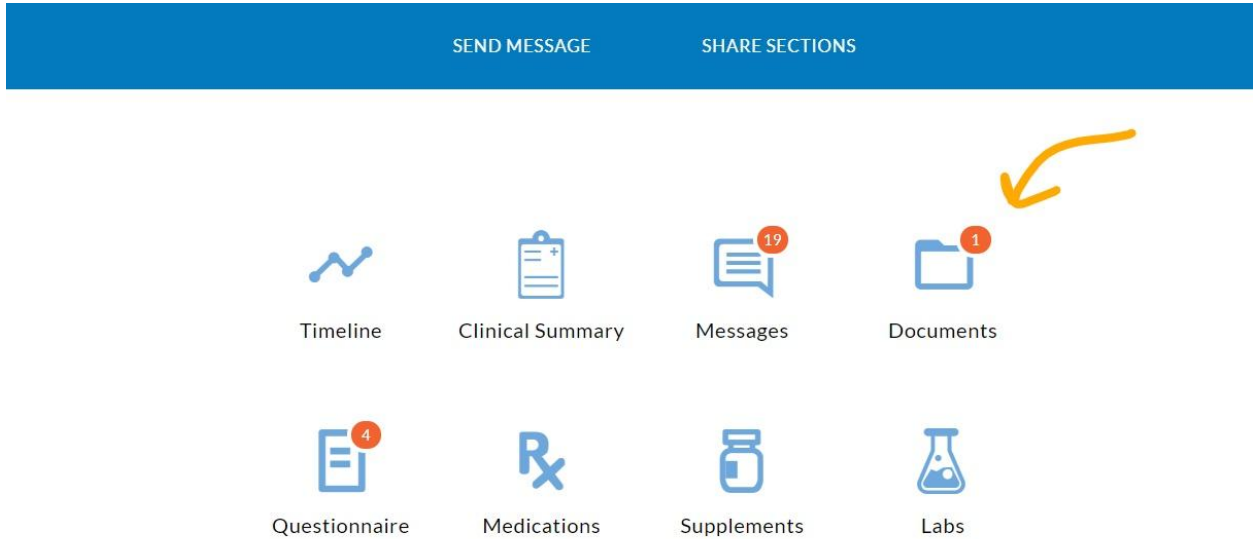


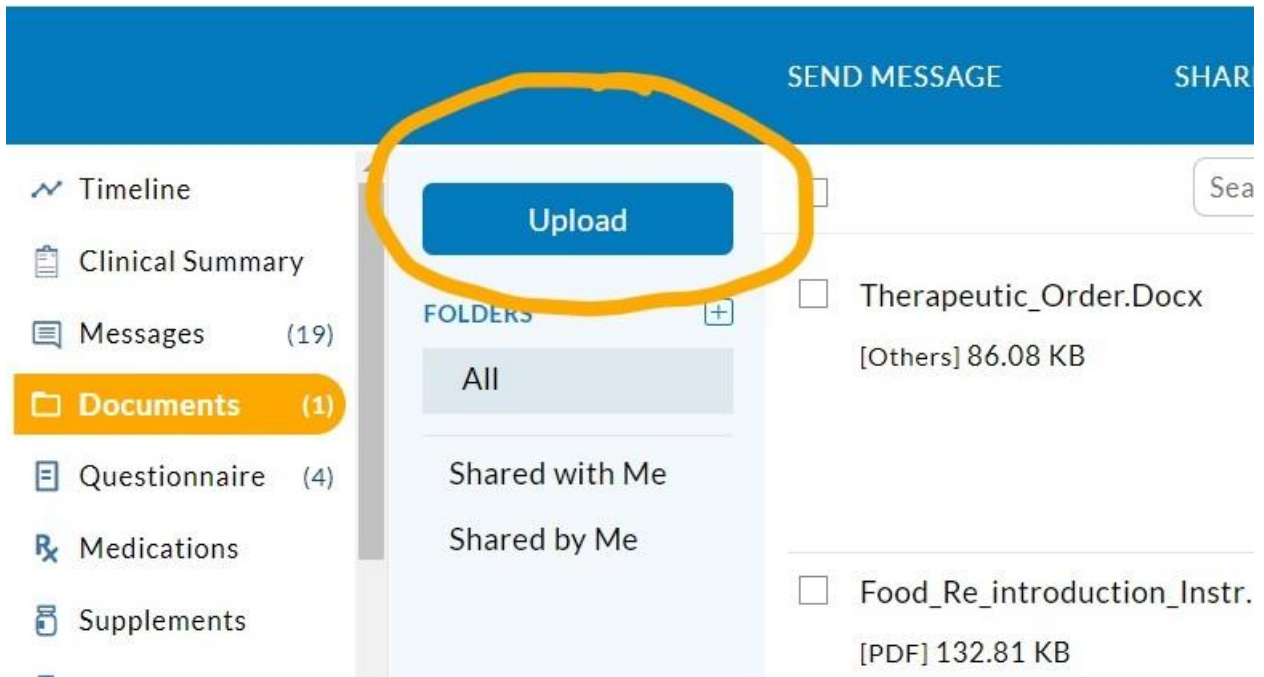
## How to upload and share documents in Charm

Step 1: Log into your charm account

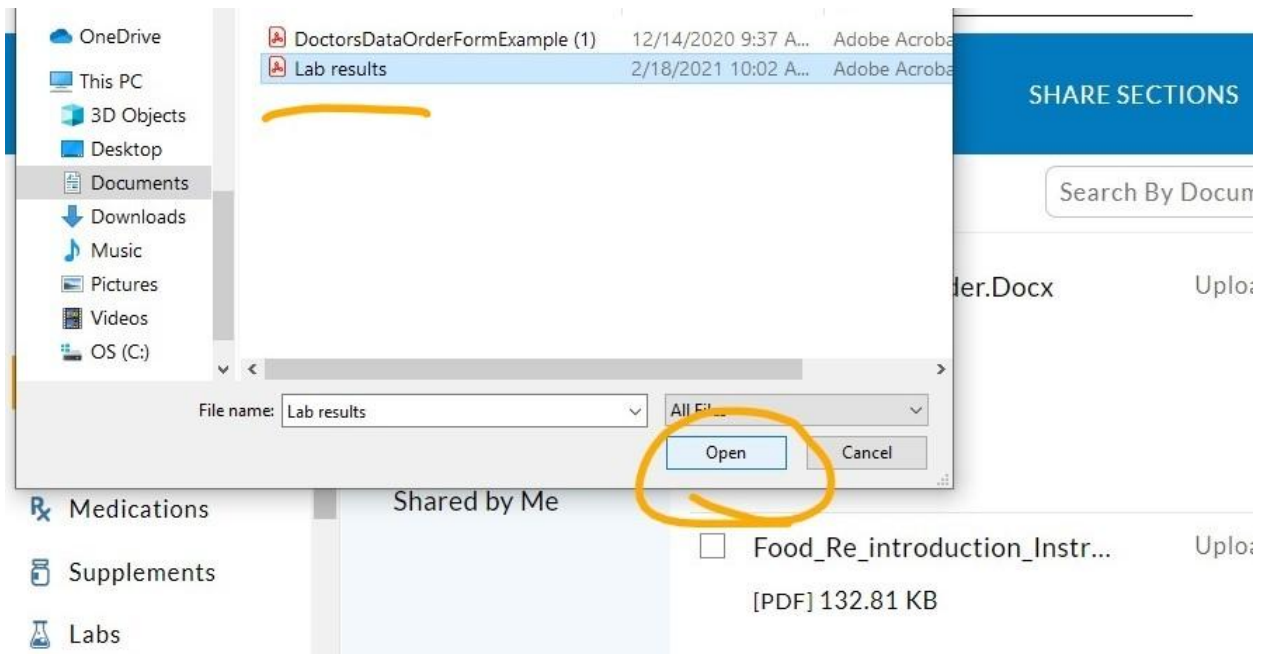
Step 2: Click on the Documents icon on your home page



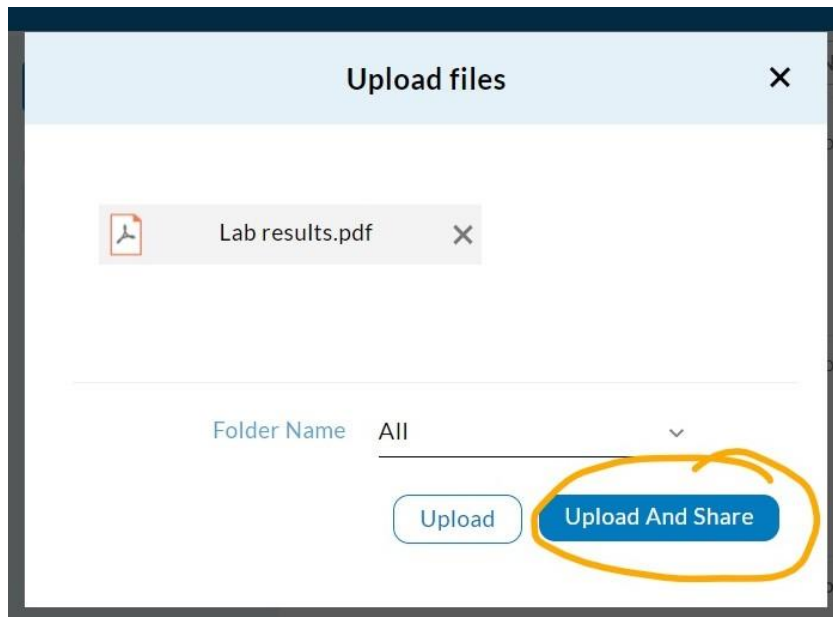
Step 3: Click on the Upload button



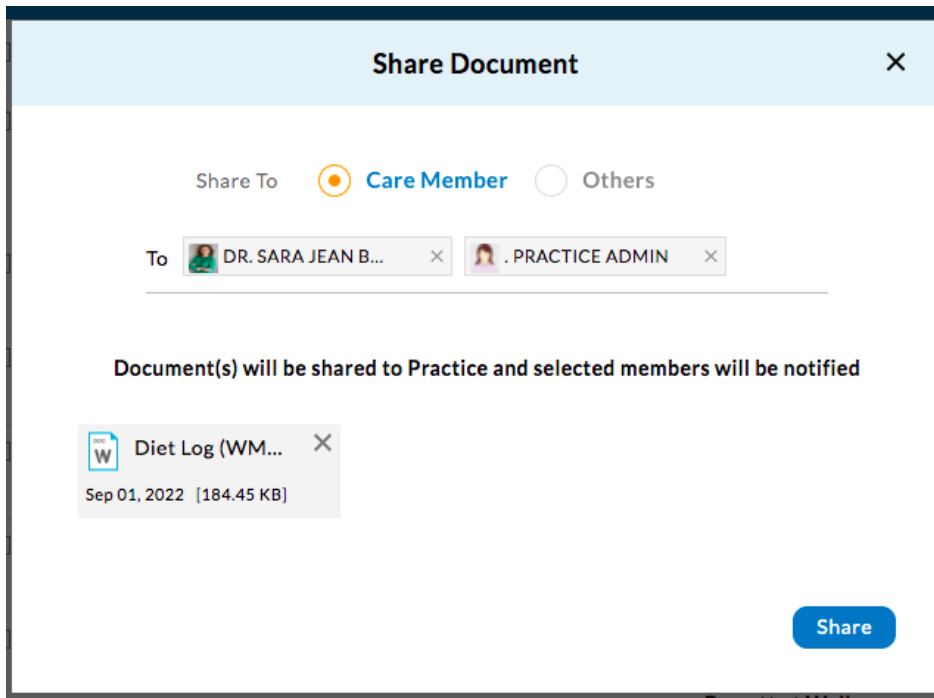
Step 4: Select the File you want to upload and click on Open



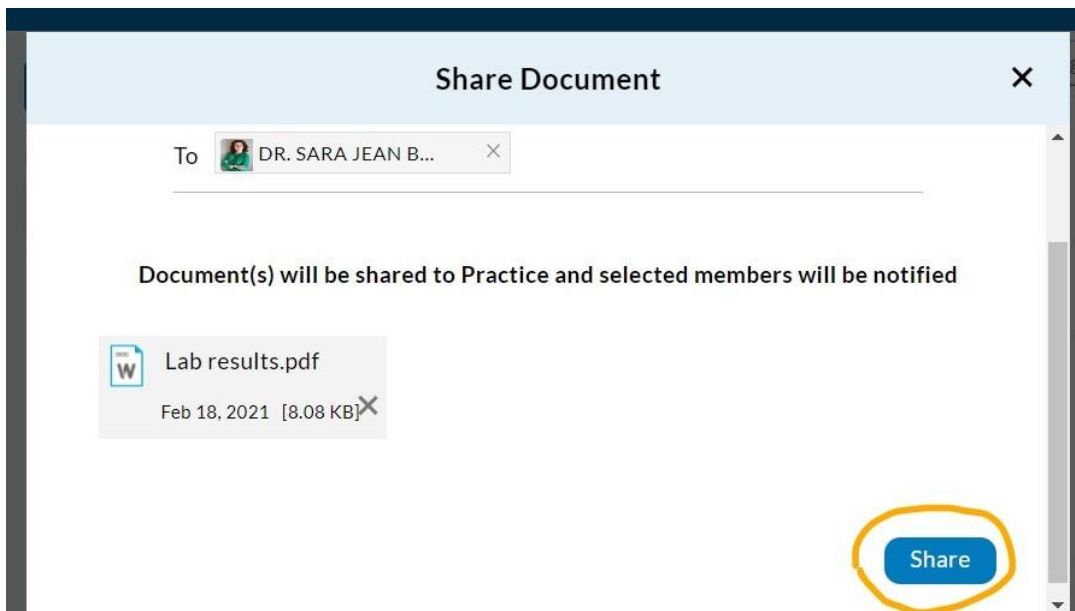
Step 5: Click the Upload and Share button



Step 6: Select to Share to Care Member and in the To field select Dr Barrett and Practice Admin



Step 7: Click on the Share Button

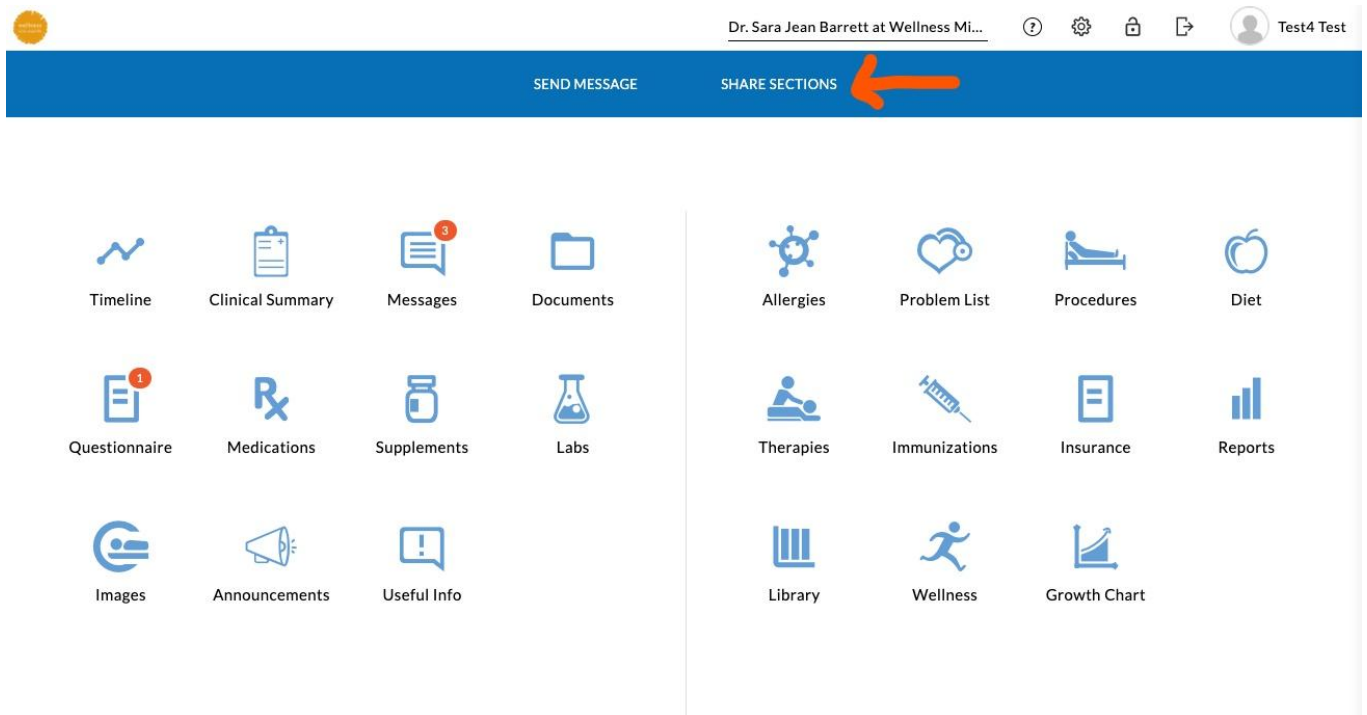


Congrats! You have successfully uploaded and shared the document with Dr. Barrett and practice admin.

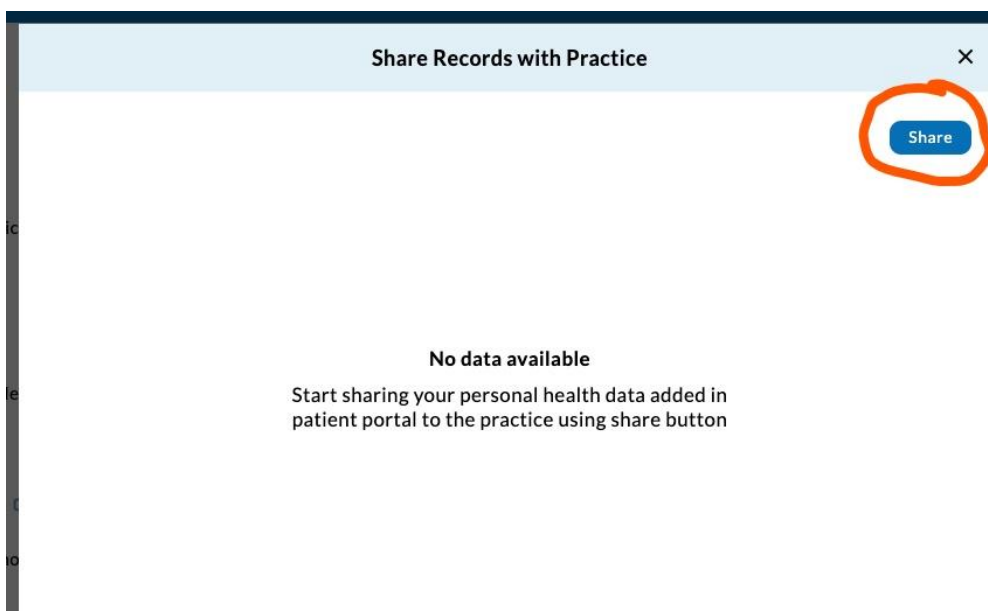
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If you uploaded your documents under Labs instead of Documents don't fret! You will still need to "share" the Labs with us. Follow these steps to "share" what you have uploaded under the Labs section with us.

Step 1: On the main page click on SHARE SECTIONS




Step 2: Click on the Share button




Step 3: Choose Dr. Sara Jean Barrett from the pull down menu of who to share with. This will share to both Dr. Barrett and Amy, her assistant. Also click on the button to the right of Labs to select that section to share.

### Share Records with Practice ✕

This feature enables you to share the clinical data added in ChARM PHR Patient portal to the practice members.

To 👤 DR. SARA JEAN B... ✕ 

Please select the section(s) to share to the selected practice

Medications <input type="checkbox"/>	Supplements <input type="checkbox"/>
Labs  <input checked="" type="checkbox"/>	Allergies <input type="checkbox"/>
Problem List <input type="checkbox"/>	Procedures <input type="checkbox"/>
Diet <input type="checkbox"/>	Therapies <input type="checkbox"/>
Immunizations <input type="checkbox"/>	Wellness <input type="checkbox"/>

Cancel Save