



CENTRAL OHIO
PRIMARY CARE
THE BEST FOR PRIMARY CARE

UPLOAD DOCUMENT INSTRUCTIONS

This is for NON-EMERGENCY documents only. Please allow 24 hours for your physician's office to receive the document.

Step One:

- Contact your physician's office to receive a passcode.

Step Two:

- o Select your practice from the menu

The screenshot displays the 'GETTING STARTED' section of the patient portal. At the top, there is a navigation bar with links for Patient Portal, Locations, Health Services, Careers, About, Resources, and a search bar. The main content area is titled 'GETTING STARTED' and includes a sub-header 'View Instructions'. Below this, there is a dropdown menu for 'Select Your Practice' with the text '-- Select Your Practice --'. The form then asks for 'Enter Your First Name', 'Enter Your Last Name', and 'Enter Your Date of Birth', each with a corresponding text input field. The 'Select Your Document' section features a 'Choose File' button and a 'Browse' button. Below this, there is a 'Passcode' input field. A 'CONSENT' section follows, with a radio button and the text 'I have read this information, understand and accept the security risks.' At the bottom, there is a 'Submit Document' button with a right-pointing arrow. The Central Ohio Primary Care logo is visible in the top left corner of the page.

Step Three:

- After selecting the practice, **SELECT YOUR PROVIDER** will appear
 - Select your doctor's name from the menu.

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Patient Portal Locations Health Services Careers About Resources Search

GETTING STARTED

For non-emergency documents only. Before filling out the following form to upload a document, please contact your physician's office in order to get a passcode.

[View Instructions](#)

Select Your Practice
Arlington-Mill Run Internal Medicine

Select Your Provider
Neil E. Richard, M.D. F.A.A.P.

Enter Your First Name
First Name

Enter Your Last Name
Last Name

Enter Your Date of Birth
Date of Birth

Select Your Document
Choose File [Browse](#)
Valid File Types: .jpg, .jpeg, .png, .gif, .bmp, .doc, .docx, .xls, .xlsx, .pdf, .tif, .tiff, .txt, .csv

Enter Your Passcode (This is provided by your physician's office)
Passcode

CONSENT: Central Ohio Primary Care Physicians, Inc. offers this secure file transfer protocol (SFTP) as a service to patients who wish to send private documents to our physicians and staff. Although a SFTP is designed to prevent unauthorized access to documentation, the security of material transferred via the SFTP is not guaranteed.

I have read this information, understand and accept the security risks.

[Submit Document](#)

Step Four:

- You will need to enter your first name and last name exactly as provided by your physician

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First Name

Enter Your Last Name
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Enter Your Date of Birth
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Step Five:

- Enter your date of birth

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Step Six:

- Select your file to upload

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Step Seven:

- Enter the passcode you received from your physician's office. If you do not have a passcode, please reach out to your physician's office.

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Step Eight:

- Agree to the consent statement. If you do not agree to the consent statement, you will not be able to upload a document.

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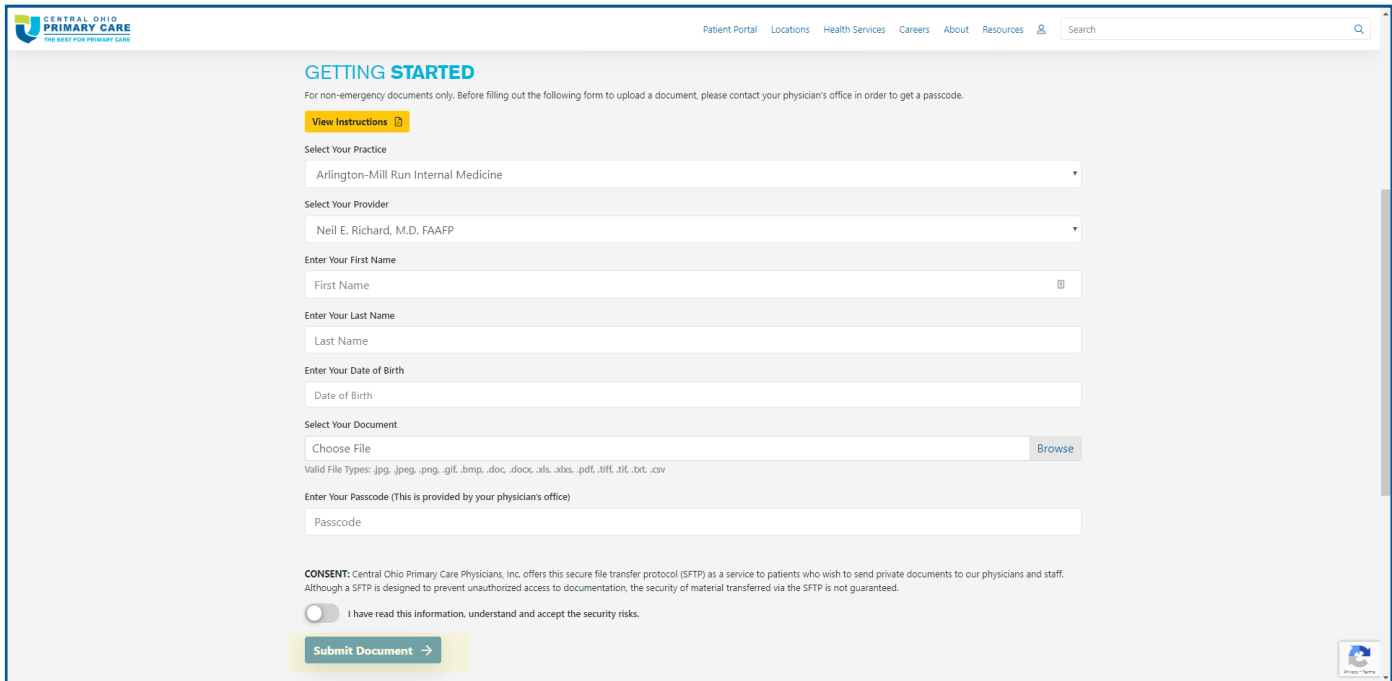
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[Submit Document](#)

Step Nine:

- Click Submit Document



The screenshot shows the 'GETTING STARTED' page of the Central Ohio Primary Care patient portal. The page includes a navigation bar with links for Patient Portal, Locations, Health Services, Careers, About, and Resources, along with a search bar. The main content area is titled 'GETTING STARTED' and contains a form for document upload. The form includes a 'View Instructions' button, a 'Select Your Practice' dropdown menu (set to 'Arlington-Mill Run Internal Medicine'), a 'Select Your Provider' dropdown menu (set to 'Neil E. Richard, M.D. FAAFP'), and input fields for 'Enter Your First Name', 'Enter Your Last Name', and 'Enter Your Date of Birth'. There is a 'Select Your Document' section with a 'Choose File' input and a 'Browse' button. Below this is a 'Valid File Types' list: .jpg, .jpeg, .png, .gif, .bmp, .doc, .docx, .xls, .xlsx, .pdf, .tif, .tiff, .txt, .csv. A 'Passcode' input field is also present. At the bottom, there is a 'CONSENT' section with a radio button and the text 'I have read this information, understand and accept the security risks.' A 'Submit Document' button with a right-pointing arrow is located at the bottom of the form.

Once the document is upload successfully, “Thanks for Uploading Document” will appear. There will be an option to upload another document if necessary.