CENTRAL OHIO PRIMARY CARE

THE BEST FOR PRIMARY CARE

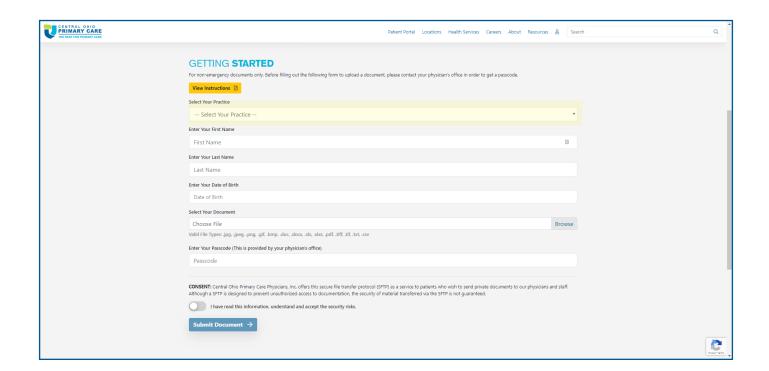# UPLOAD DOCUMENT **INSTRUCTIONS**

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

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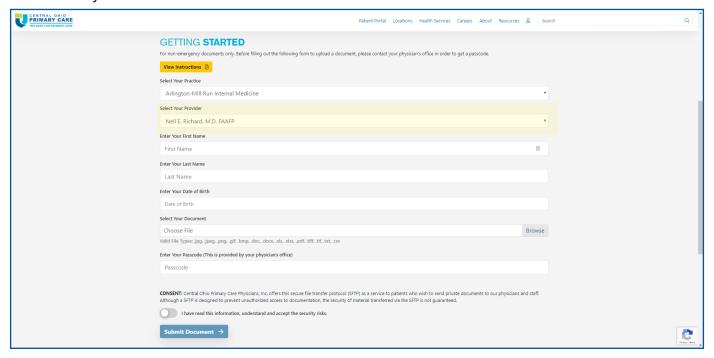- Contact your physician's office to receive a passcode.

Step Two:
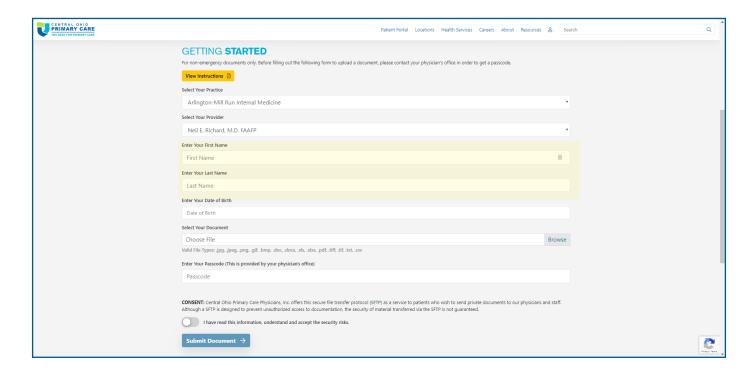- o   Select your practice from the menu

Step Three:

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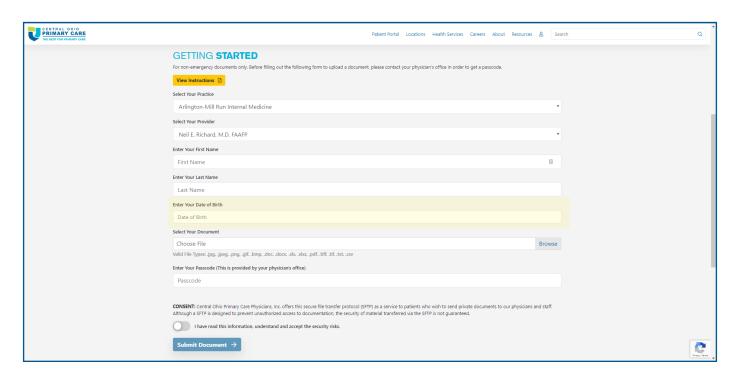 - Select your doctor's name from the menu.

Step Four:

- You will need to enter your first name and last name exactly as provided by your physician
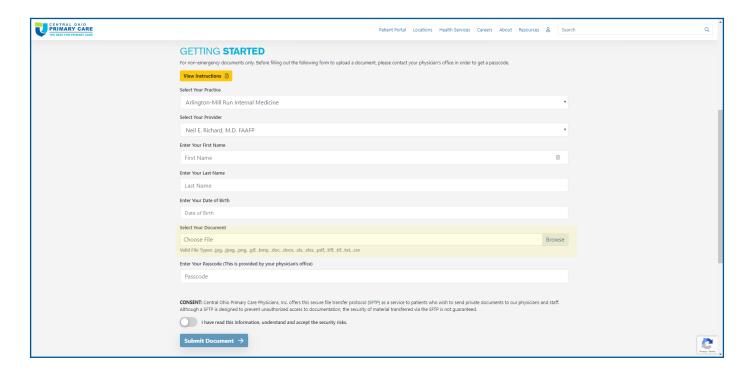
Step Five:
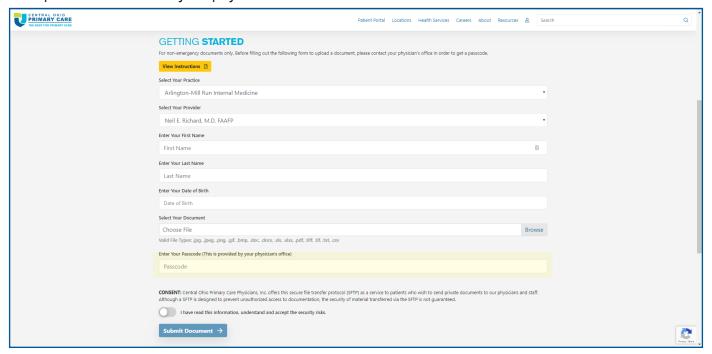- Enter your date of birth

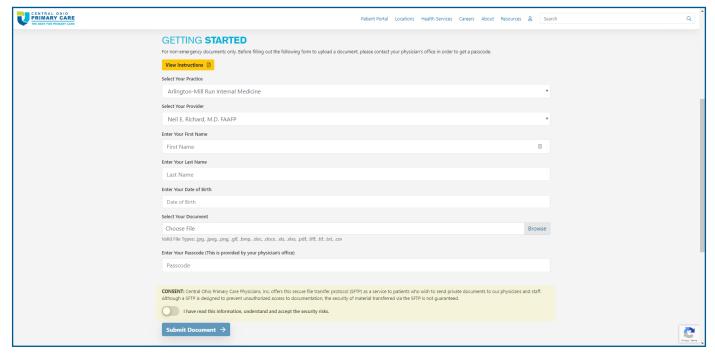## Step Six:
- Select your file to upload

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.
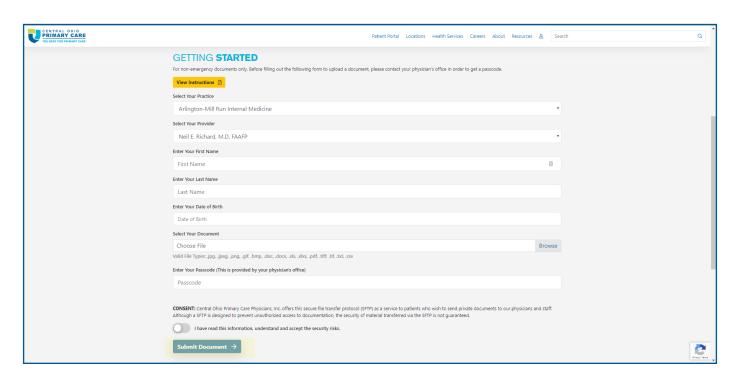

Step Eight:

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

Step Nine:
- Click Submit Document

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