



Image Document Uploads-Unique File Name Requirements

Introduction:

Image now allows providers and SCA's to upload documents for a specific IR even if they're not named as the Reporting Party or the Responsible Party on the IR or are providing coordination services for an individual on it. In the past, to do this, the provider or SCA had to email documents to the appropriate DBHDD staff person for them to attach to the IR.

Important to Note:

A new requirement has been added to the Document Upload function in Image. Each file that is uploaded *“must” have a unique file name*. Many times, users upload the same file name. In these cases, the following document file names should be used.

Examples:

Medical Records 1 of 3 Or **Medical Record-1** Or **Medical Record-A**
Medical Records 2 of 3 **Medical Record-2** **Medical Record-B**
Medical Records 3 of 3 **Medical Record-3** **Medical Record-C**

Example of current document uploads

File Name	Type	Upload Date	Size	Uploaded By	Source	Delete
Medical Record-1.pdf	Medical Records	1/21/2024	0.03 MB	OIM Supervisor	IR	<input type="checkbox"/> View
Medical Record 2.pdf	Medical Records	1/21/2024	0.03 MB	OIM Supervisor	IR	<input type="checkbox"/> View
Medical REcord 3.pdf	Medical Records	1/21/2024	0.03 MB	OIM Supervisor	IR	<input type="checkbox"/> View

- 1) Click the Add Document button.



- 2) The Document Upload popup appears. Select the file you're uploading and fill in the additional information. This Document Upload popup works just like the Document Upload in other places in Image such as *Doc Upload, Inc Ovw, and IR Stage 3*

Document Upload

Uploading/downloading large files (for example, single videos over 30 minutes in length) can adversely impact performance on slow network/Internet connections. To reduce performance impacts due to slow connections, split video files into separate 30 minute video files for upload.

Please click Browse to upload the document. Browse...

C:\fakepath\Medical Record-1.pdf

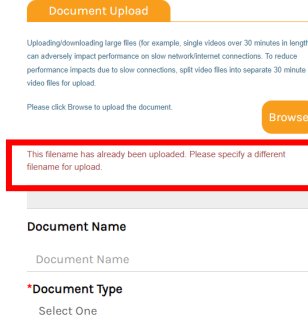
Document Name
Medical Record-1.pdf

***Document Type**
Medical Records

Document Description
Please specify

Cancel Save

- 3) **Note:** In this scenario when user attempts to upload a document with same file name, Image will display the following:
 “This filename has already been uploaded. Please specify a different filename for upload.”



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Please click Browse to upload the document. **Browse**

This filename has already been uploaded. Please specify a different filename for upload.

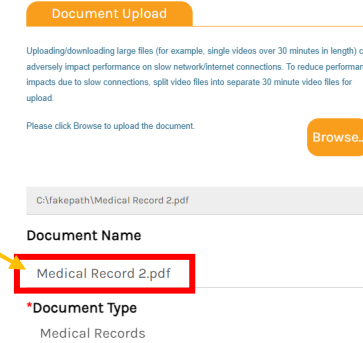
Document Name

Document Name

***Document Type**

Select One

- 4) In the “Document Name” field, add an identifier to the end (after **Document**) add: 1 of 3, 2 or 3, 3 of 3, etc.



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Please click Browse to upload the document. **Browse...**

C:\fakepath\Medical Record 2.pdf

Document Name

Medical Record 2.pdf

***Document Type**

Medical Records

- 5) Using this document naming convention will allow users to see the total number of documents associated with a specific document type.

File Name	Type
Medical Record-1.pdf	Medical Records
Medical Record 2.pdf	Medical Records
Medical REcord 3.pdf	Medical Records