Attach the supporting document for internal use

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CareRight allows users to attach supporting documents to letters for internal use only. These attachments are not transmitted externally and remain within the system. Users can add attachments either after drafting the letter or after the letter has been sent.

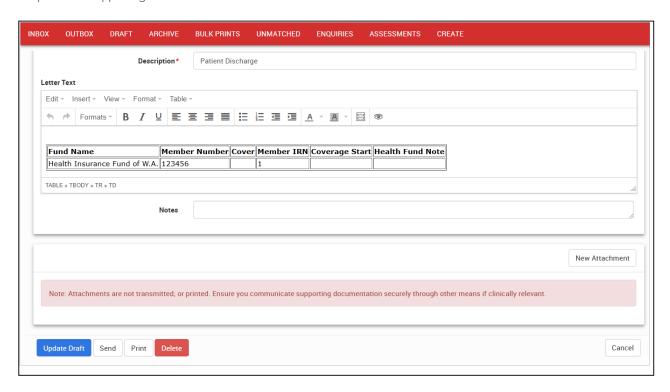
Attach a document:

1. Attaching a Supporting Document to a Draft Letter

- i. Select the **Draft** sub-menu tab.
- ii. Select the **Edit** button next to the relevant Letter.
- iii. The Letter/ text Edit screen will display.
- iv. Scroll down to New Attachment
- v. Upload the supporting document.

2. Attaching a Supporting Document to a Sent Letter

- i. Select the **Outbox** sub-menu tab.
- ii. Select the **Show** button next to the relevant Letter.
- iii. The Letter screen will display.
- iv. Scroll down to new attachment.
- v. Upload the supporting document.



Review the attached document:

1. From the Draft Letter

- i. Select the **Draft** sub-menu tab.
- ii. Select the **Edit** button next to the relevant Letter.
- iii. The Letter/ text Edit screen will display.
- iv. Scroll down to New Attachment to preview or download the attachment.

2. From the Sent Letter

- i. Select the **Outbox** sub-menu tab.
- ii. Select the **Show** button next to the relevant Letter.
- iii. The Letter screen will display.
- iv. Scroll down to New Attachment to preview or download the attachment.

