



## EPOLST DOCUMENT UPLOAD CHIE PATIENT DOCUMENT UPLOAD INSTRUCTIONS

Below are step-by-step instructions for uploading patient ePOLST documents through the UHIN CHIE portal.

1. Login to the UHIN CHIE portal [here](#).
2. Once you're logged into the CHIE portal, you will automatically see the Patients search window.
3. Search for the patient you would like to upload a document for.  
*Note: Name and Date of Birth (or Patient ID) are required for search*
4. Click the patient record from the results pane to open patient view.
5. Click "Patient Document" tab on the right-hand side.
6. Click "+Upload Document".
7. Fill-in the "Document Name" field. Be sure to give your documents unique names. This will help in organizing and tracking your uploaded documents.
8. Select "POLST" from document type drop-down.
9. Click "Choose file" to attach your document.
10. Save.

Once your document is saved, the uploads pane will automatically close and return you to the "Patient Documents" tab where you should see your new document listed.

If you encounter any issues or have any further questions about the document upload process, please reach out to our customer service team. Contact details provided below.

### UHIN CUSTOMER SERVICE

E: [customerservice@uhin.org](mailto:customerservice@uhin.org)

P: 877-693-3071

Customer Support Hours:\*

Mon – Thurs: 8 a.m. – 4 p.m. MST

Fri: 9 a.m. – 4 p.m. MST