



## TIP SHEET

### The best way to send good photos.

Follow these instructions when taking a photo for your electronic medical record:

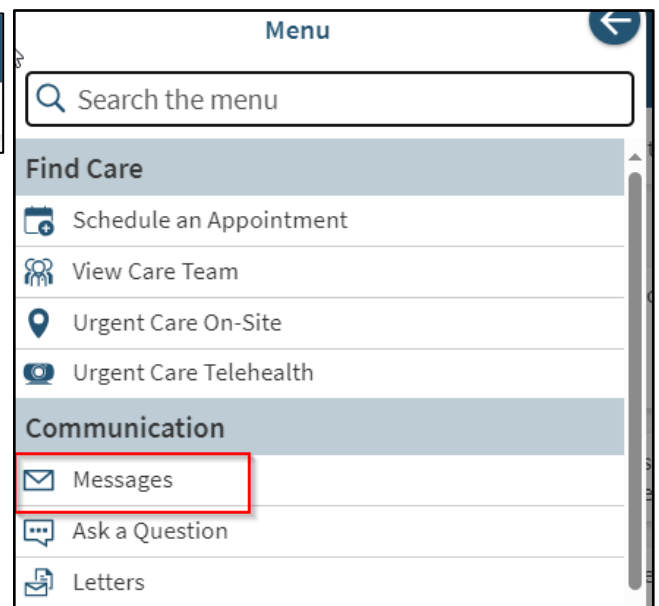
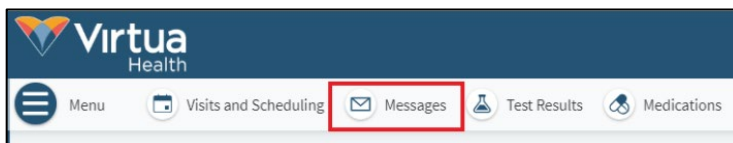
- Clean the lens by wiping with a soft, clean cloth.
- Turn off any camera flash, effects, or filters. These include black-and-white, sepia tones, and inverted colors.
- Take photos in a brightly lit room or in daylight to avoid shadows. Make sure you have a blank background behind you, such as a plain wall.
- Make sure the photos are in focus and sharp before sending. Retake the photo if needed.

#### **Skin conditions:**

- Include all problem areas in the picture.
- Draw a dot with a pen or marker on either side of a growth before taking the picture.
- If you're taking photos of a rash on your hands or feet, be sure to take photos of the tops and bottoms of the problem area.

### Uploading photos to MyChart using a laptop or PC

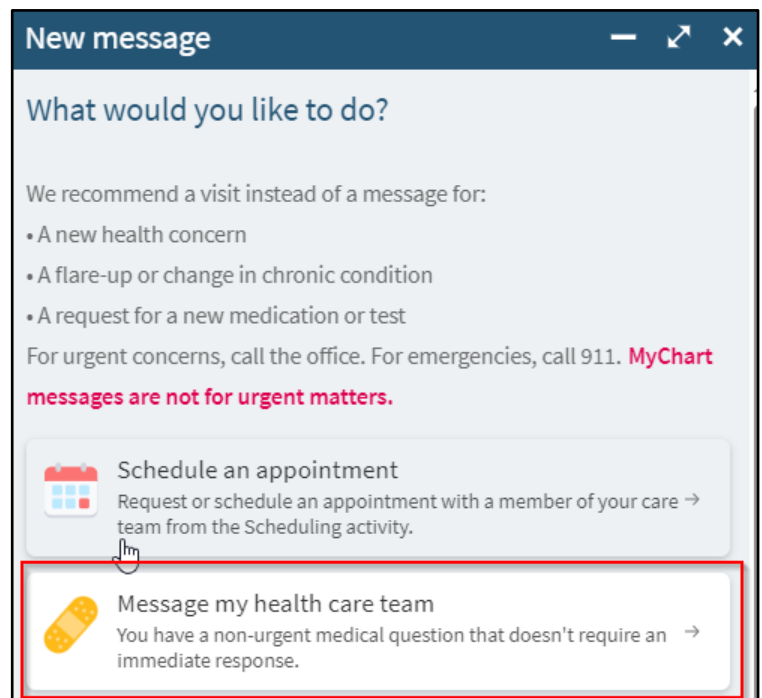
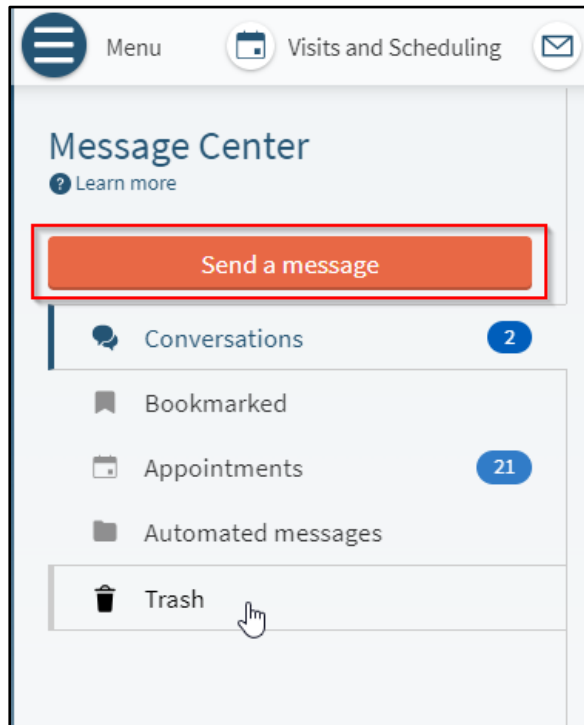
1. Select **Messages** at the top or under the **Communication** section in the main menu.



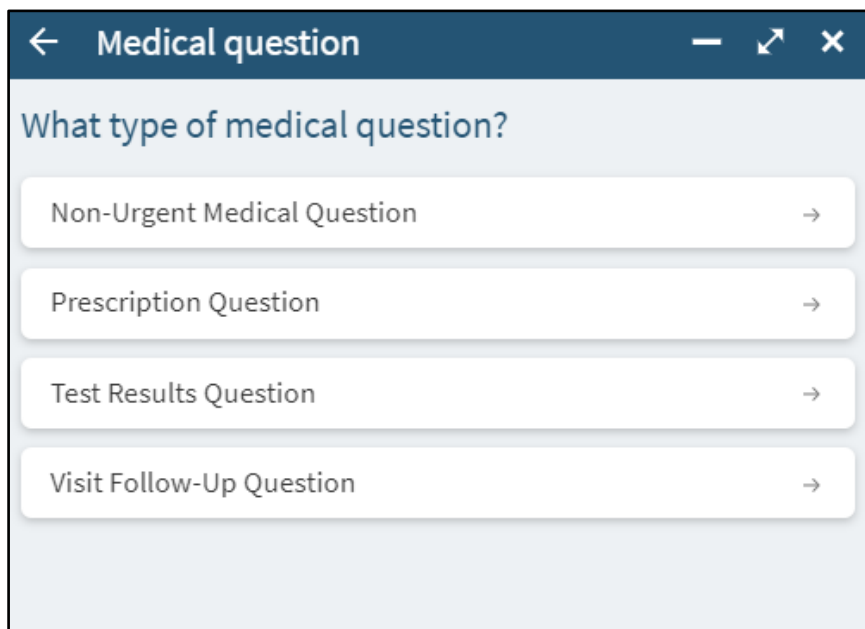


## TIP SHEET

2. Select **Send a message** and then **Message my healthcare team**.



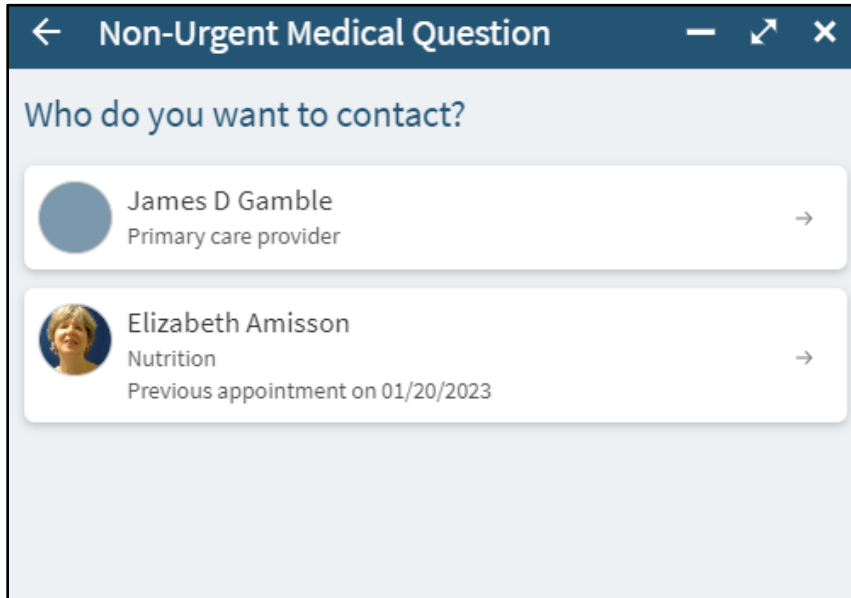
3. Select the message type from the list of options.







## TIP SHEET

4. Select who should receive the message.

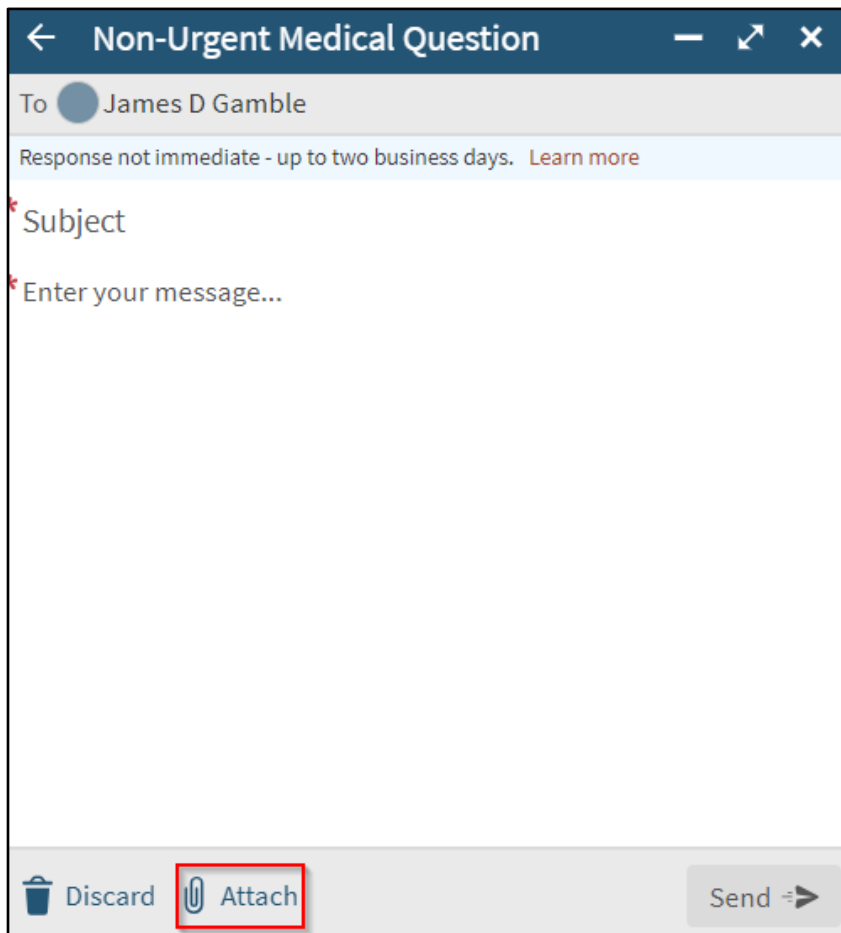


← Non-Urgent Medical Question — ↗ ×


Who do you want to contact?

-  James D Gamble  
Primary care provider →
-  Elizabeth Amisson  
Nutrition  
Previous appointment on 01/20/2023 →

5. Write your message, and then **click the paperclip icon/Attach** to attach an image.





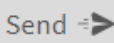
← Non-Urgent Medical Question — ↗ ×

To  James D Gamble

Response not immediate - up to two business days. [Learn more](#)

\* Subject

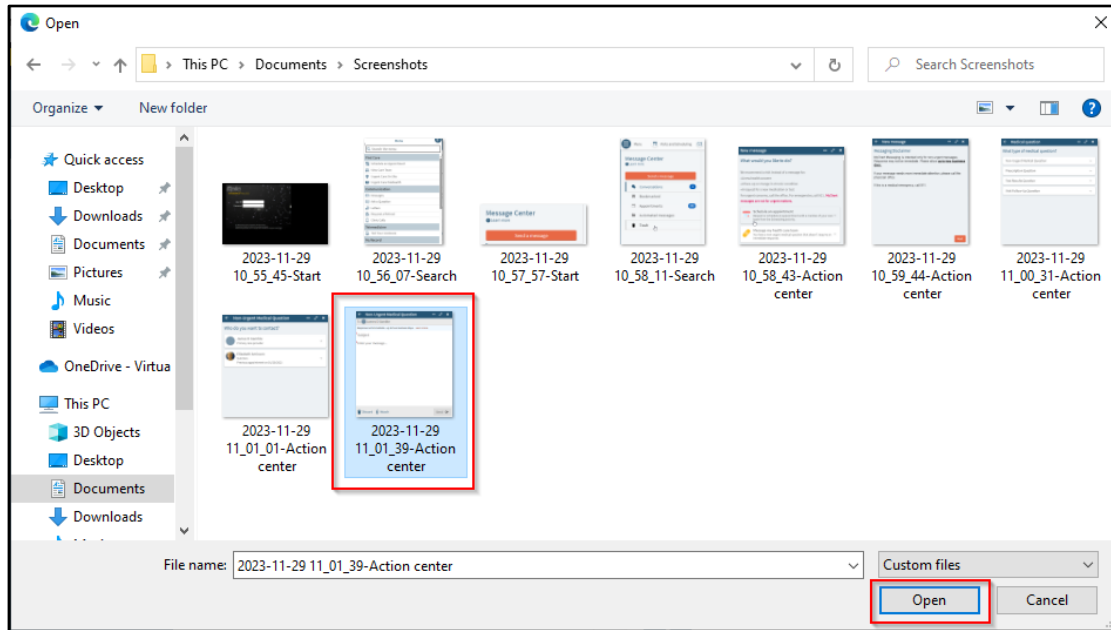
\* Enter your message...

 Discard  Attach  Send →

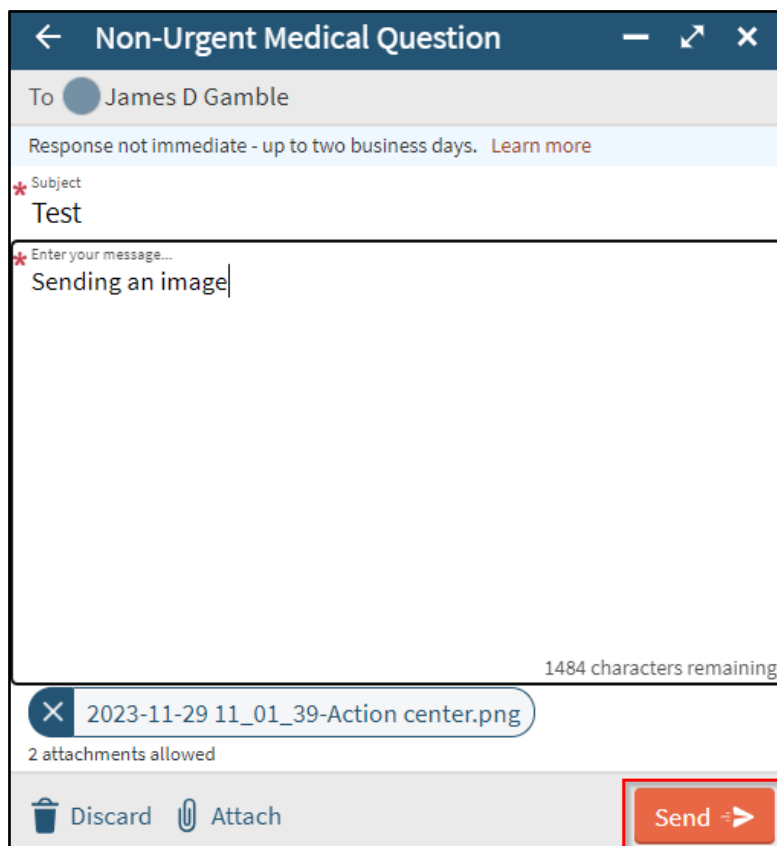


## TIP SHEET

6. Once you have clicked the **paperclip** to attach an image, select the image to attach and click **Open**.



7. Once you see your attached image at the bottom, click **Send**.

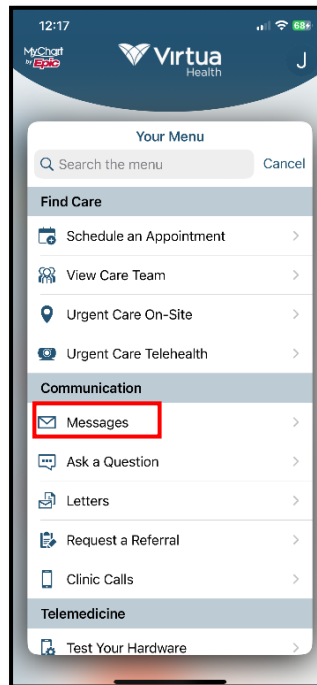
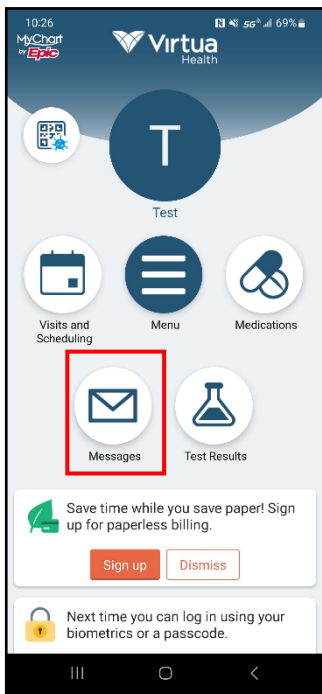




## TIP SHEET

# Uploading photos to MyChart using a smartphone (Android or iPhone)

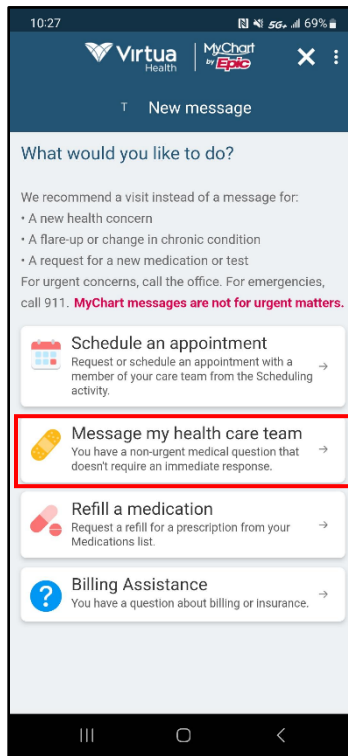
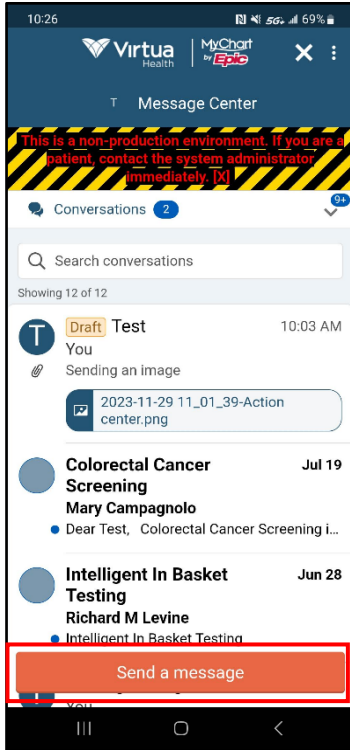
1. Select the **Message** icon from the homepage or under the **Communication** section of the **Menu**.



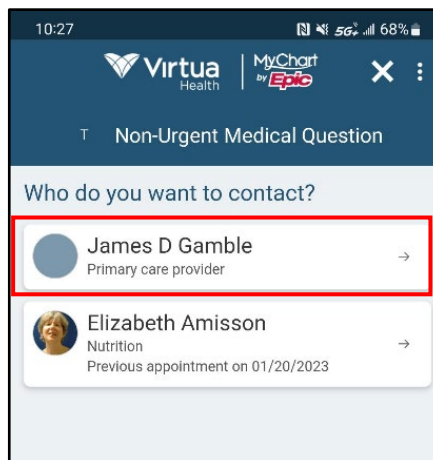
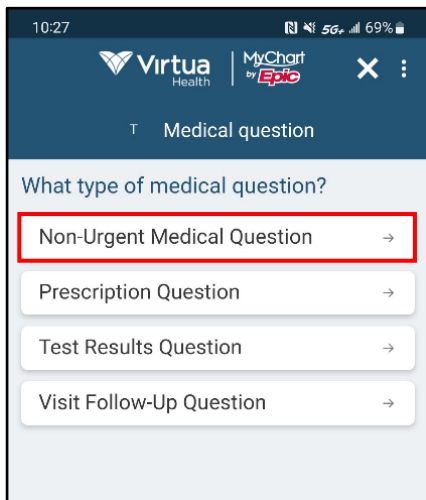


## TIP SHEET

2. Select **Send a message** at the bottom of your screen, and then **Message my health care team**.



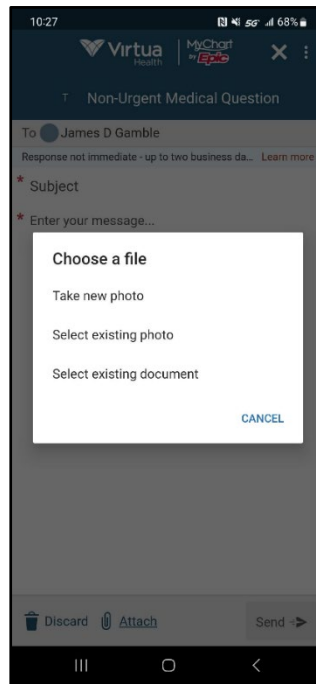
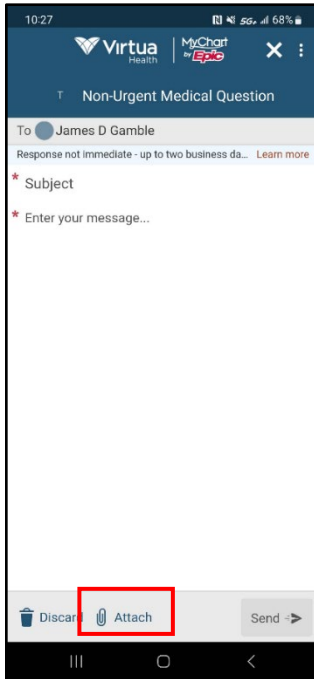
3. Select the message type from the list and then who should receive the message.





## TIP SHEET

4. Click on the paperclip icon/Attach at the bottom of your screen to attach an image. Then click on **Select existing photo**, **Select existing document**, or **Take new Photo** to take a new photo.



5. You will see the image you attached. The maximum size is 4.1 MB, and a maximum of 2 images can be sent. Complete your message and click **Send**.

