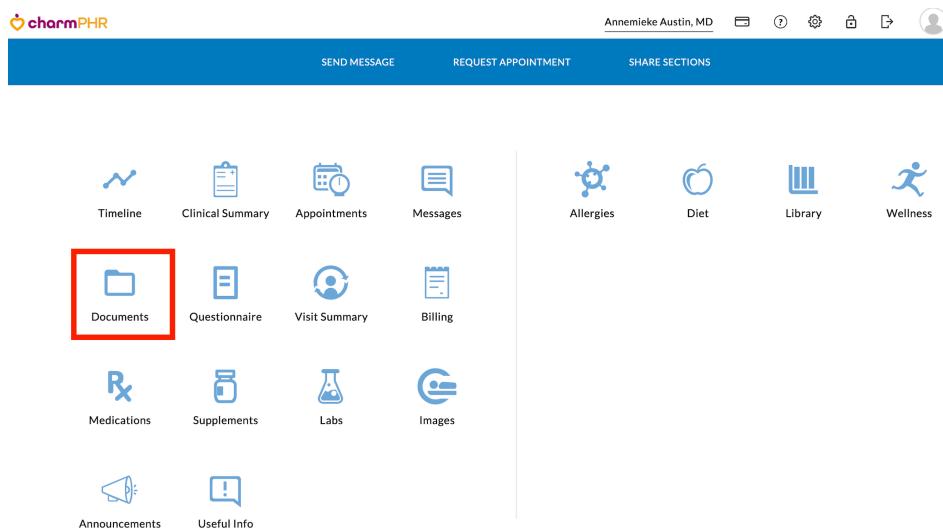


# How to upload patient records/documents to Dr. Austin

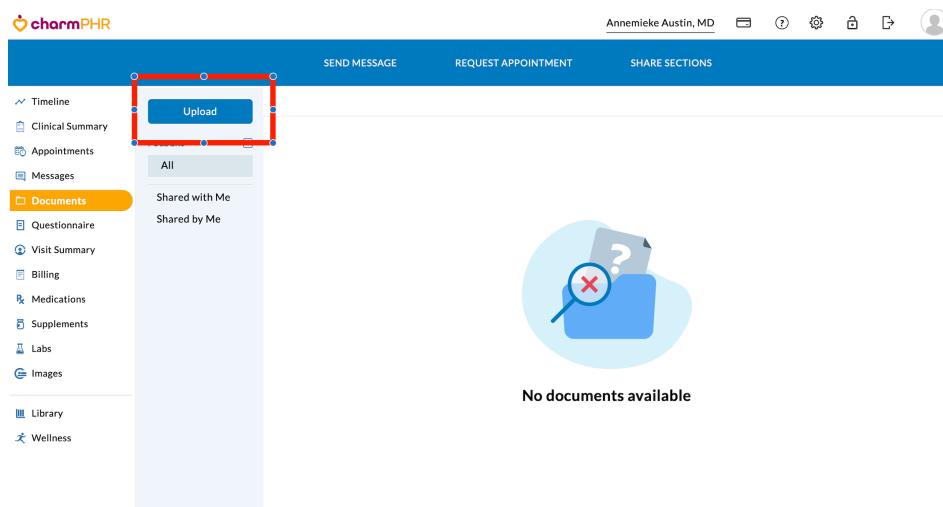
## 1. Log into the Patient Portal: <https://phr.charmtracker.com/login.sas?serviceurl=%2Fmain.do>

- You may also download the Charm mPHR app to upload documents from your phone
  - Apple: <https://apps.apple.com/us/app/charm-mphr/id1509064377>
  - Android: [https://play.google.com/store/apps/details?id=com.charm.phr.mphr&pcampaignid=web\\_share](https://play.google.com/store/apps/details?id=com.charm.phr.mphr&pcampaignid=web_share)

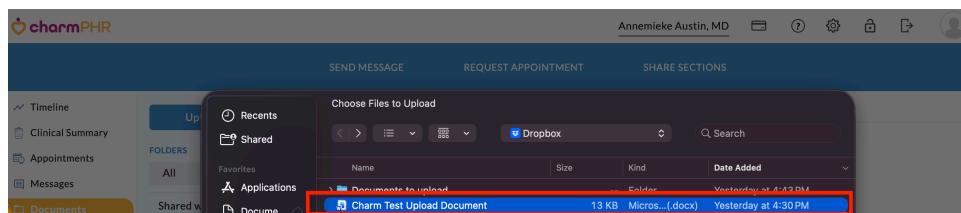
## 2. Go to “Documents” from your patient dashboard



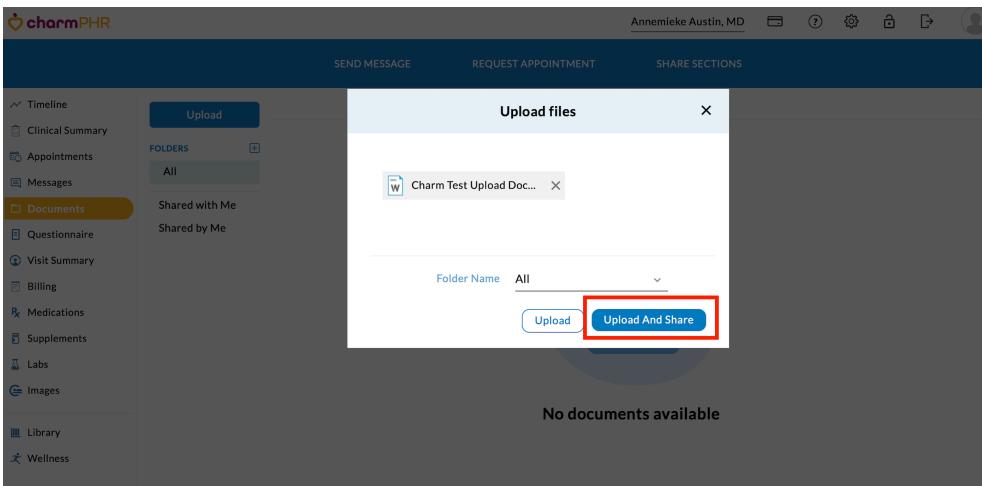
## 3. Click “Upload”



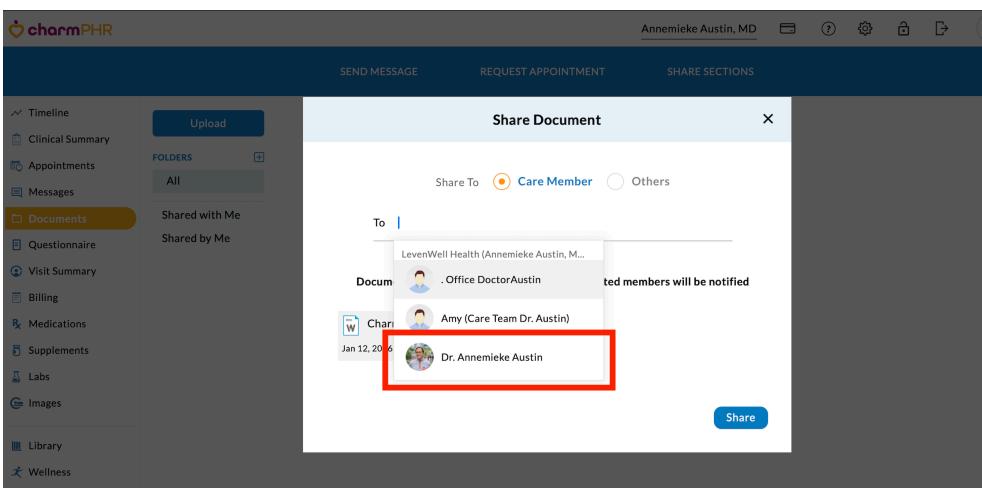
## 4. Select your file to upload



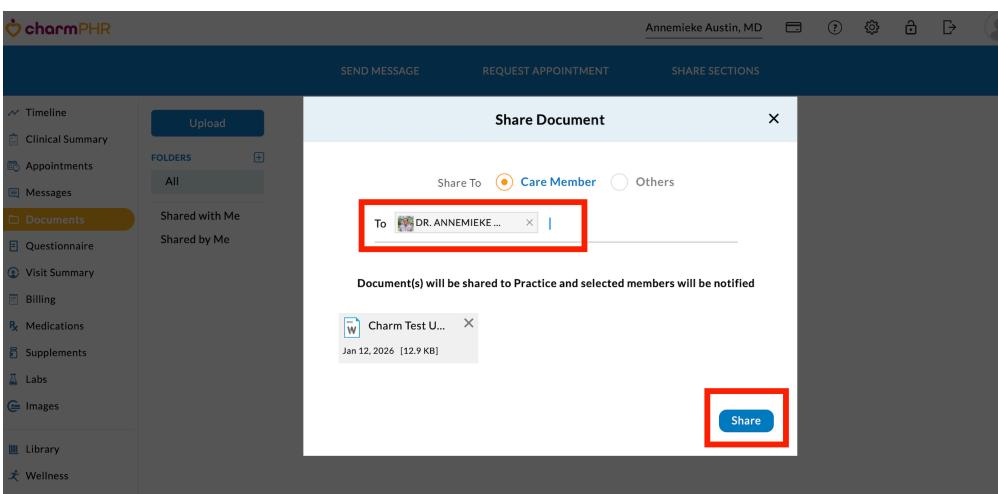
## 5. Click “Upload And Share”. Be sure to select this option to share with Dr. Austin. Otherwise, she will not be able to view your uploaded records/documents.



## 6. Select Dr. Austin in the “To” field and add the attachment



## 7. Click “Share”



**By Fax: You may also have any previous medical provider fax your records to 1-833-740-3666.**