

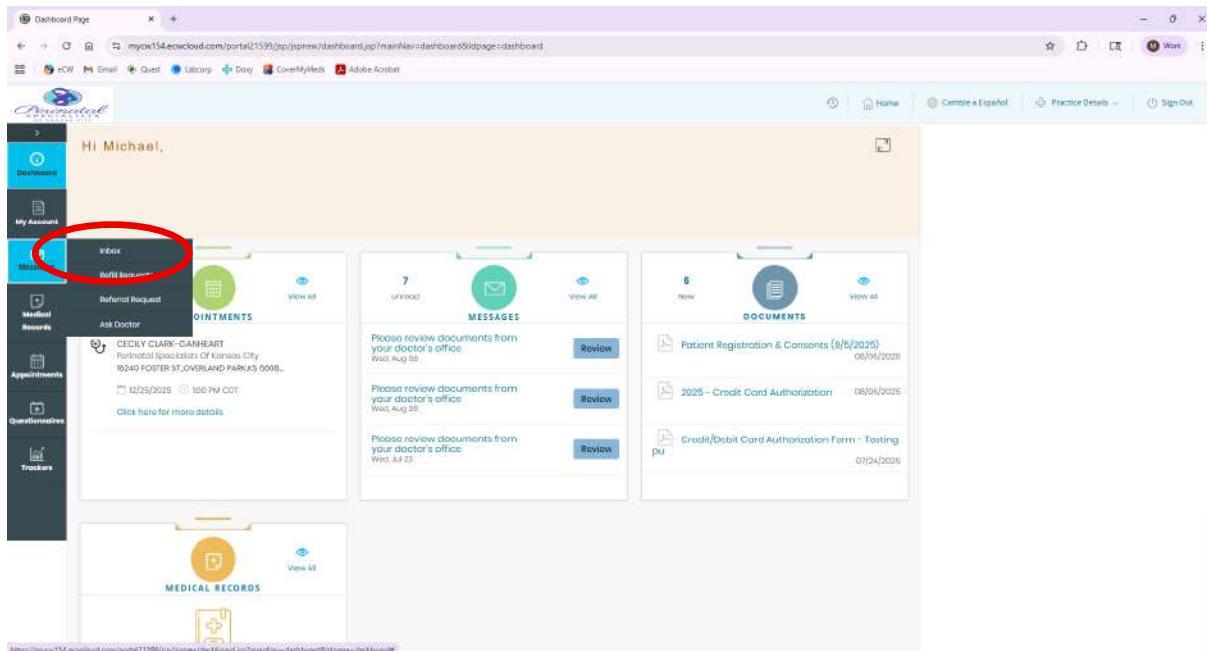


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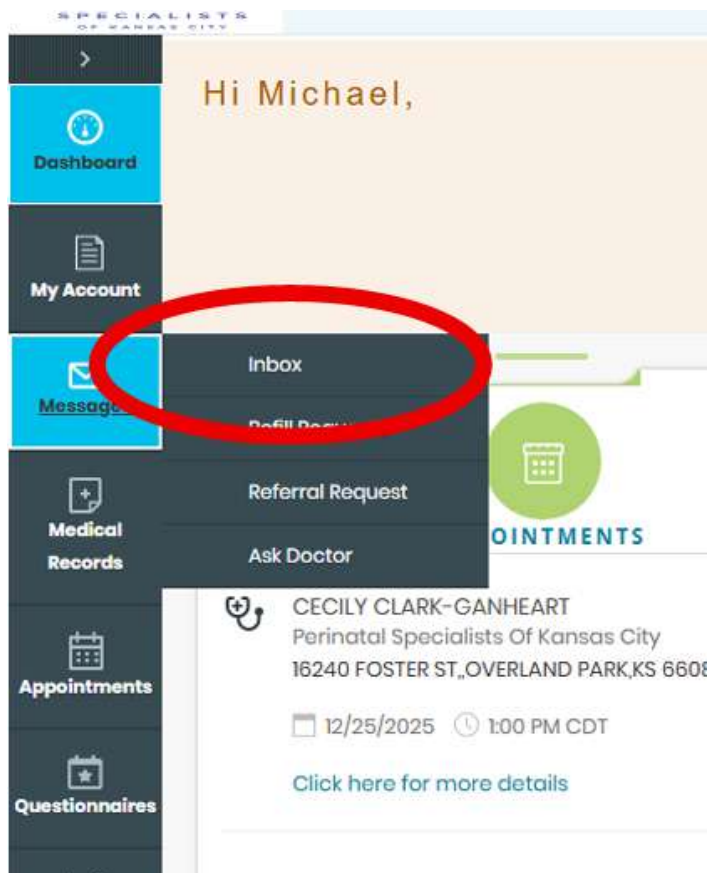
Tutorial on Uploading GDM Logs onto the Patient Portal

MICHAEL GANHEART

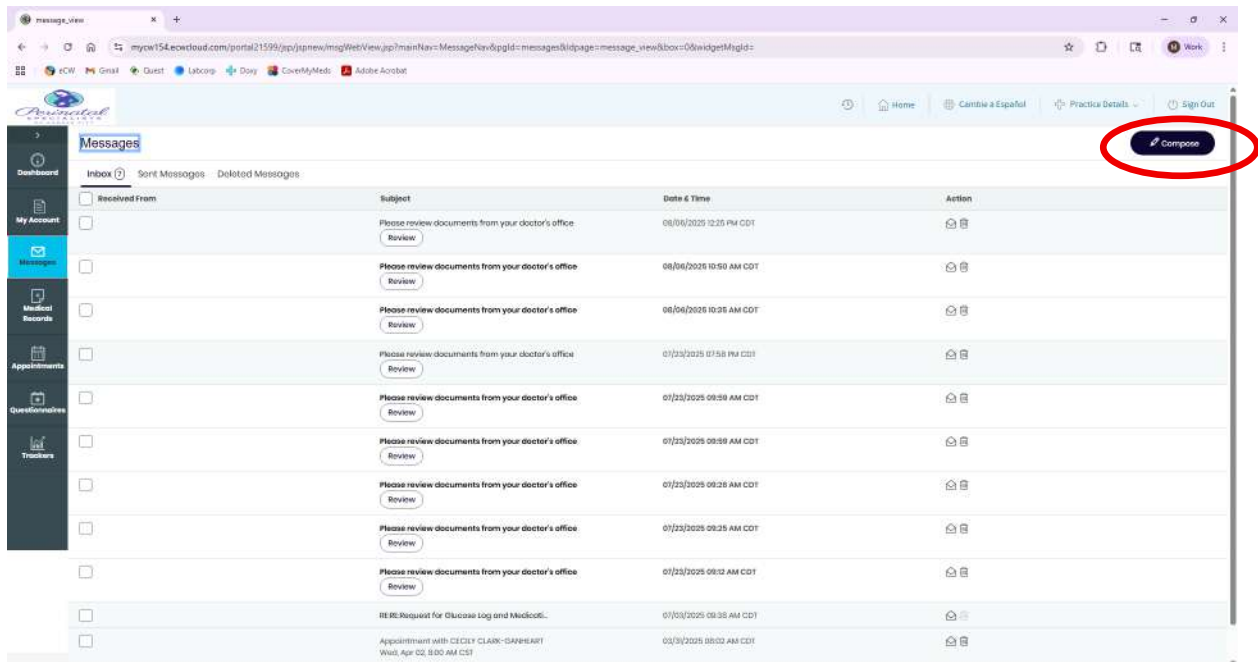
In the patient portal on the left pane, select Messages -> Inbox:



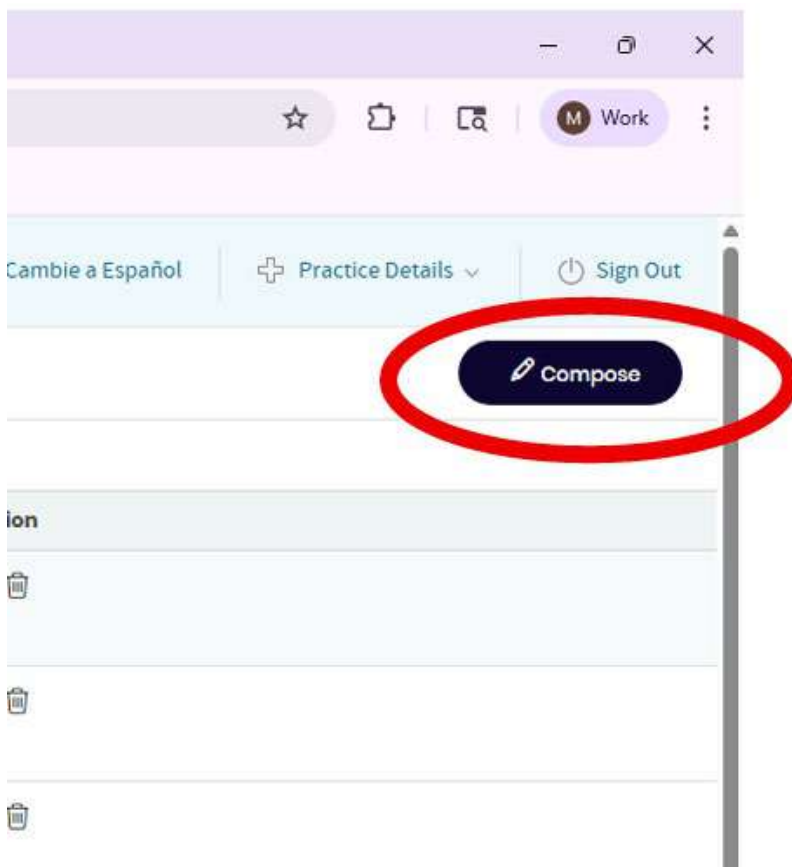
Larger image:



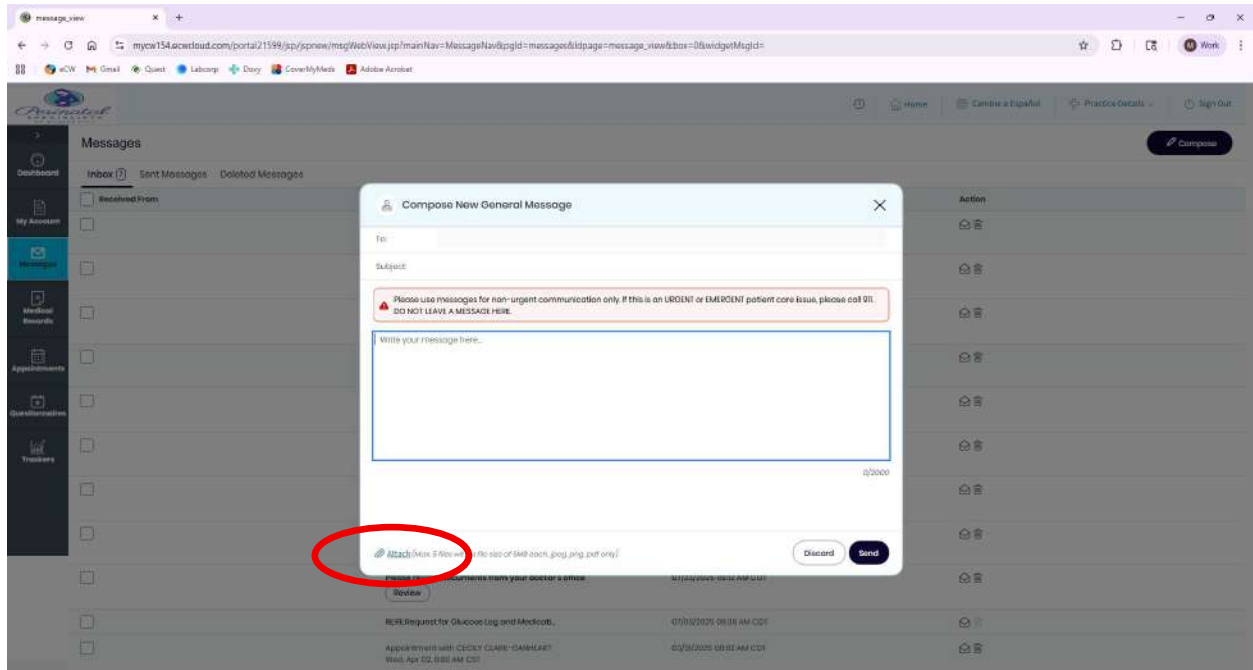
Near the upper right corner of the window, select Compose:



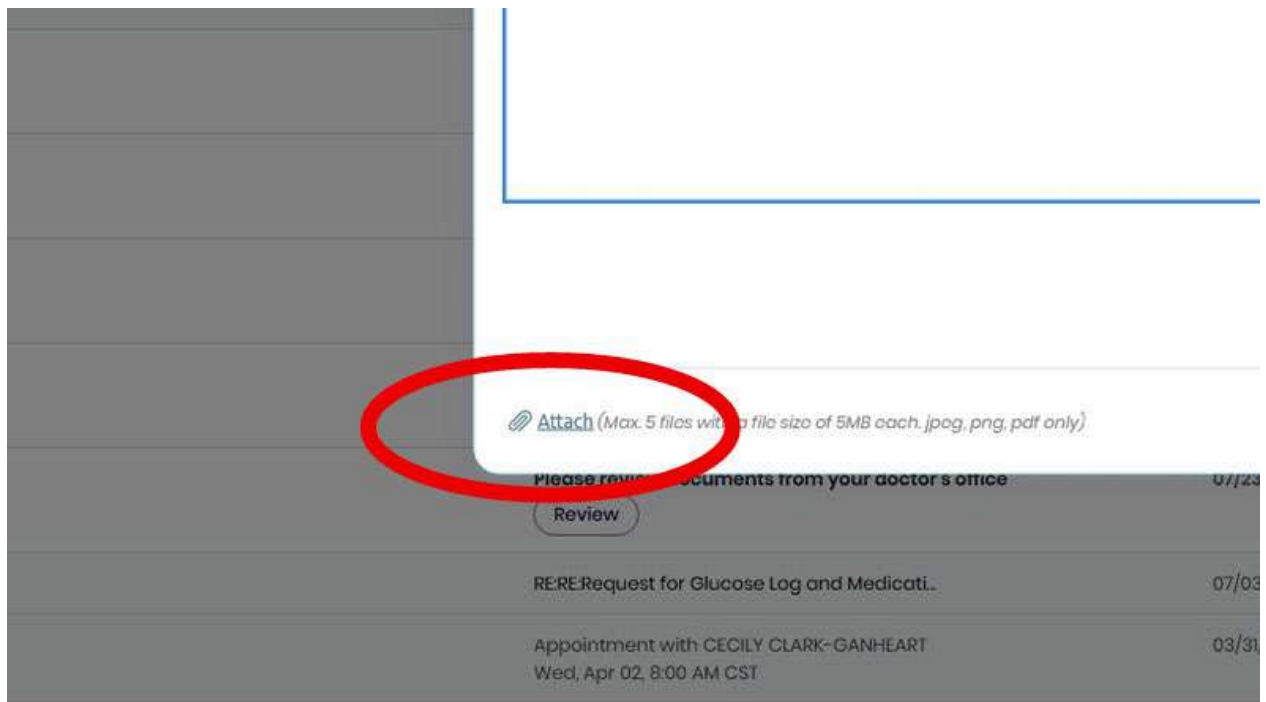
Larger image:



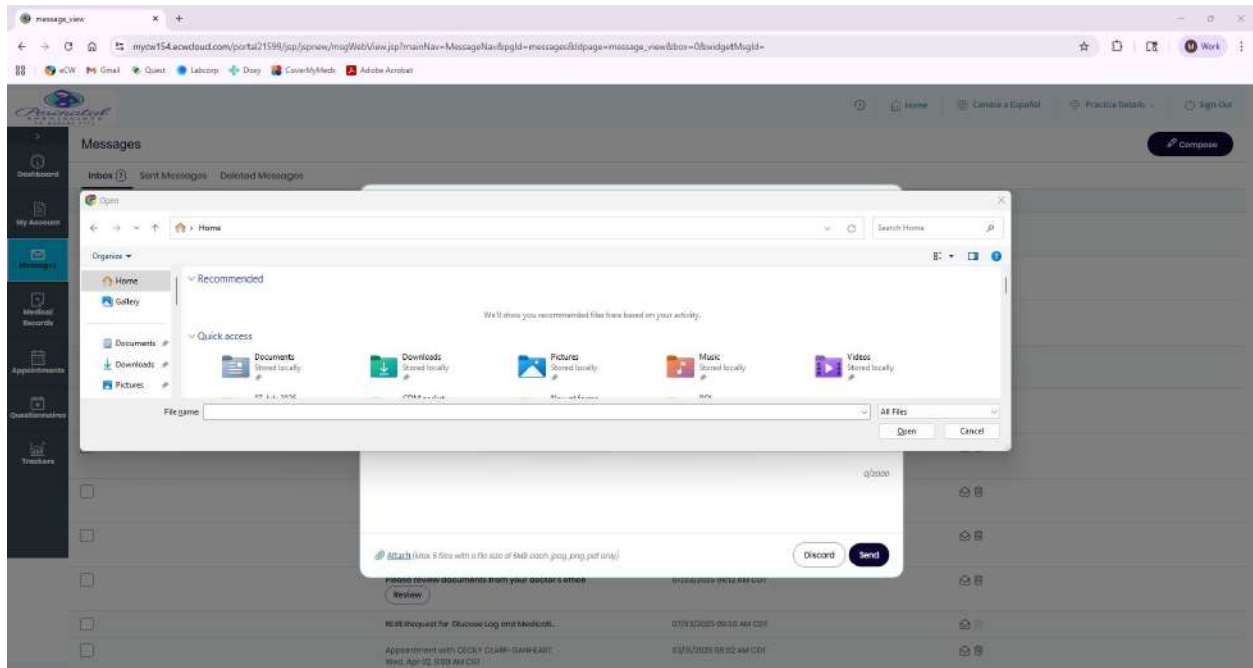
In the window that pops up, select the Attach link:



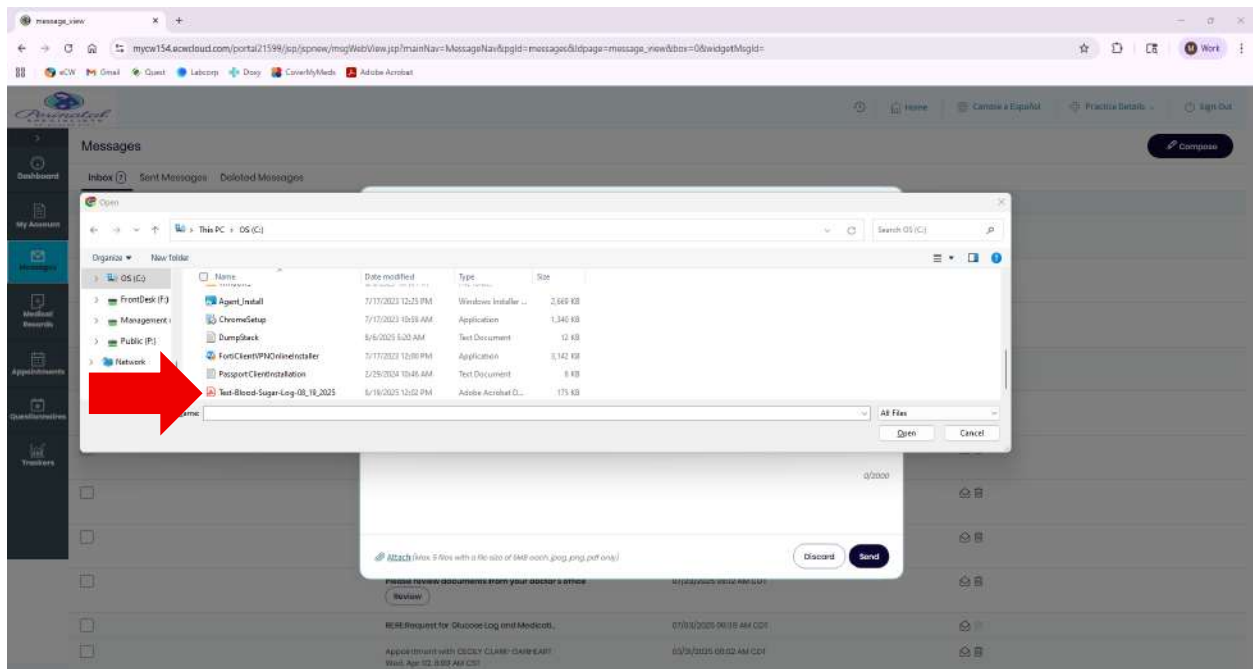
Larger image:



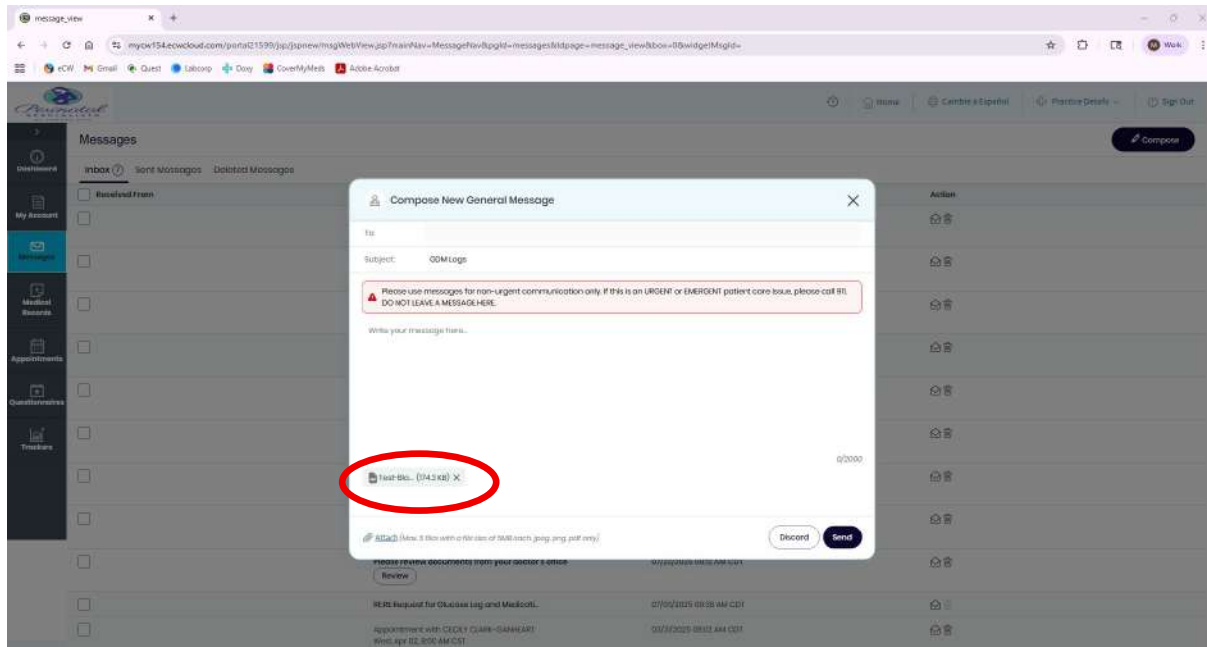
The File Explorer window opens up:



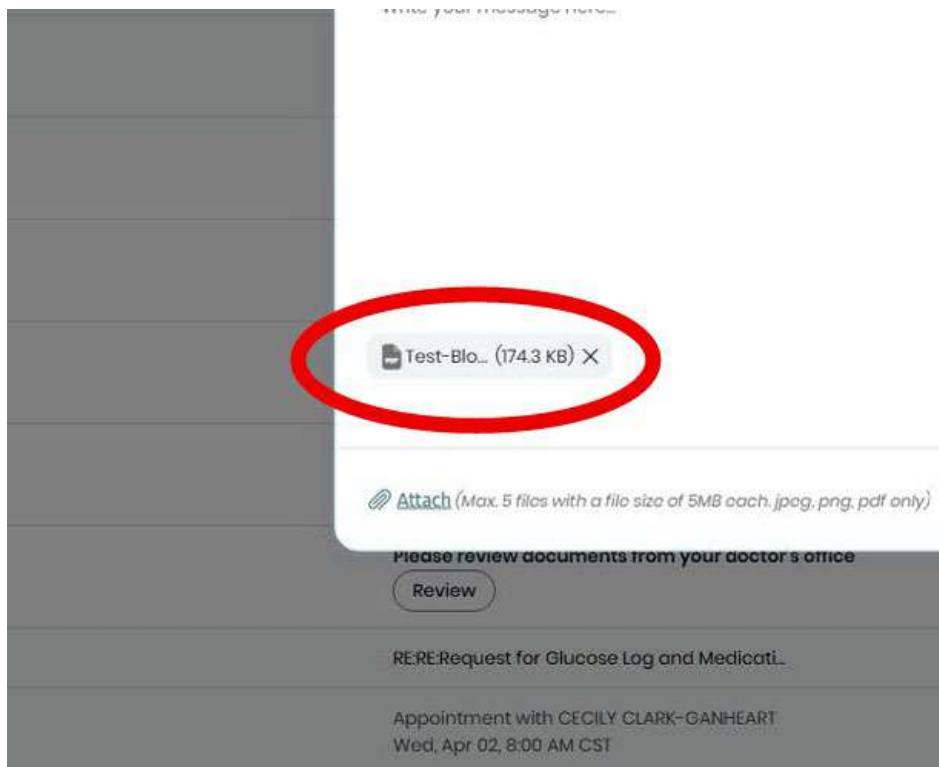
Navigate to the GDM log that you want to submit (NOTE: it must be JPG, PNG, or PDF and not larger than 5MB):



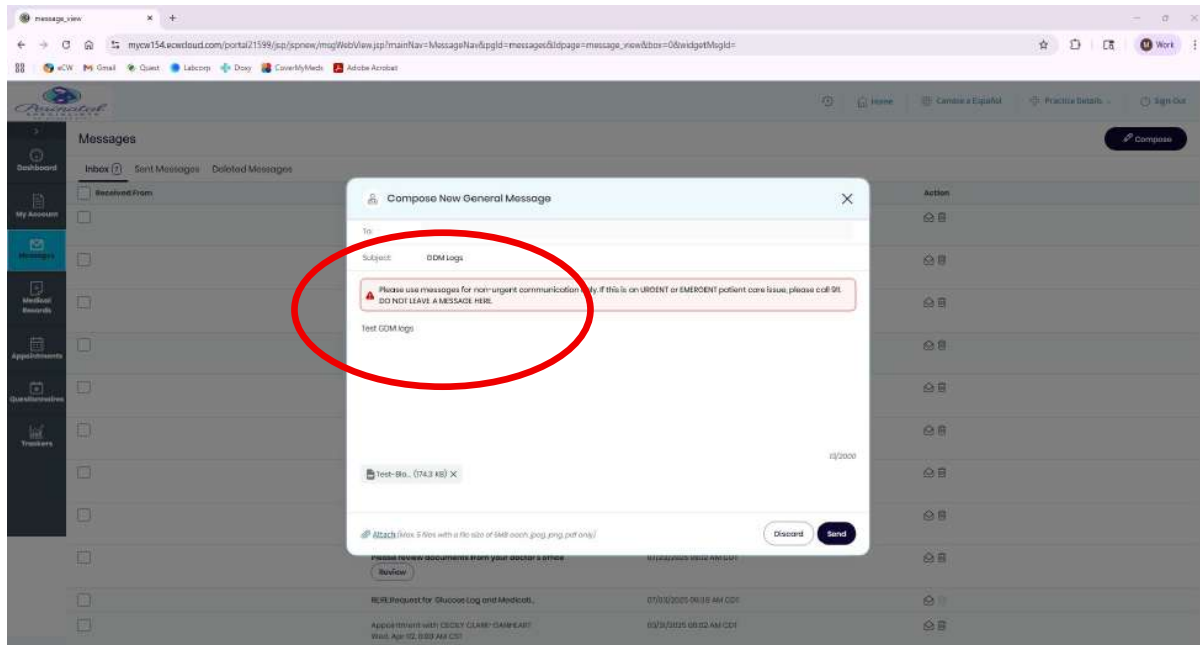
The file is attached successfully:



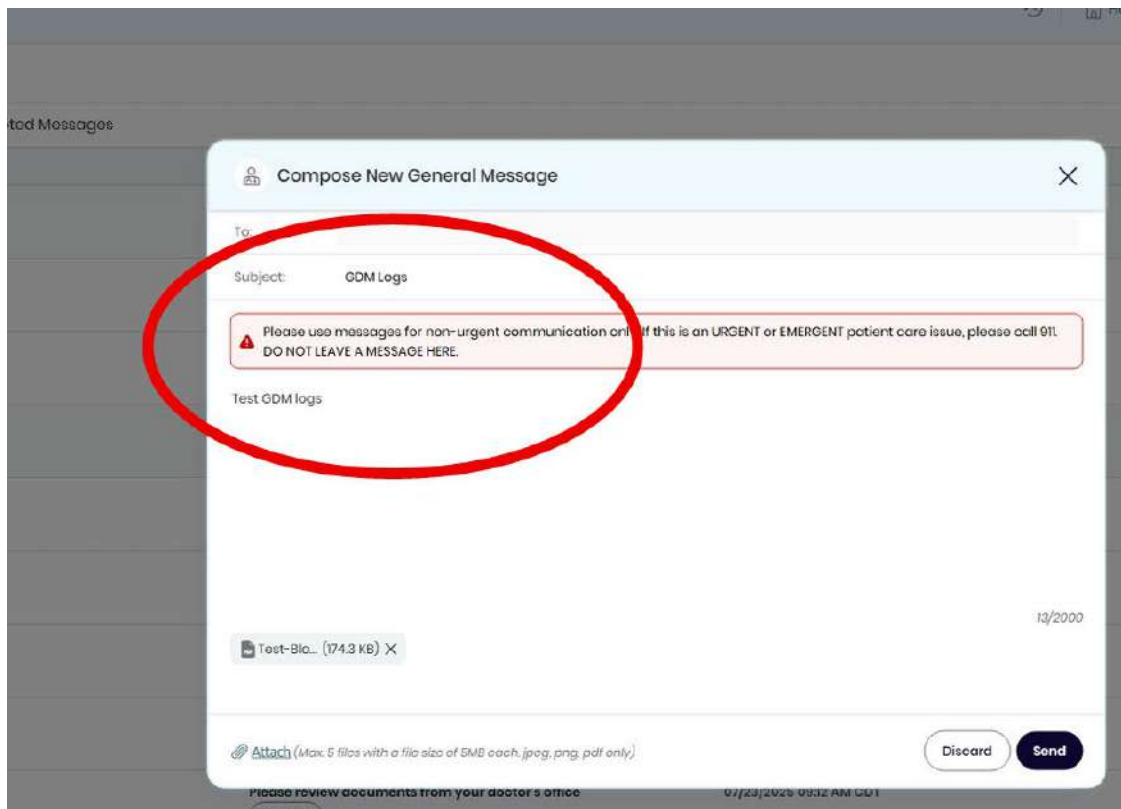
Larger image:



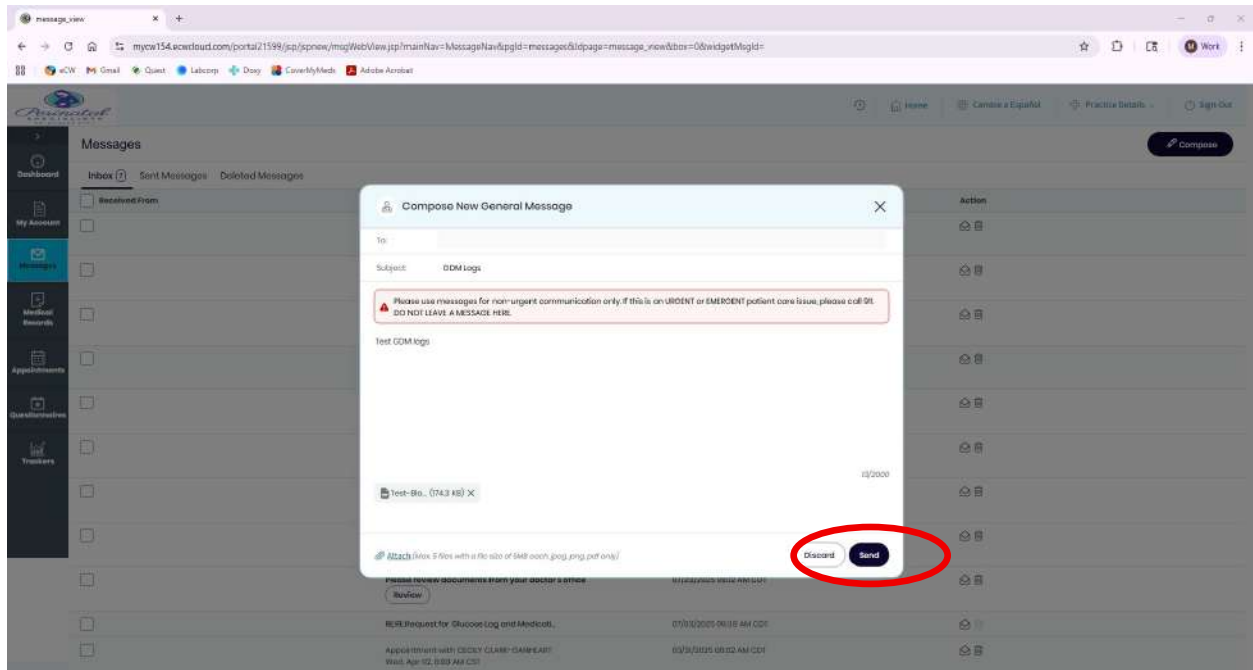
Enter a subject and comments in the body of the message:



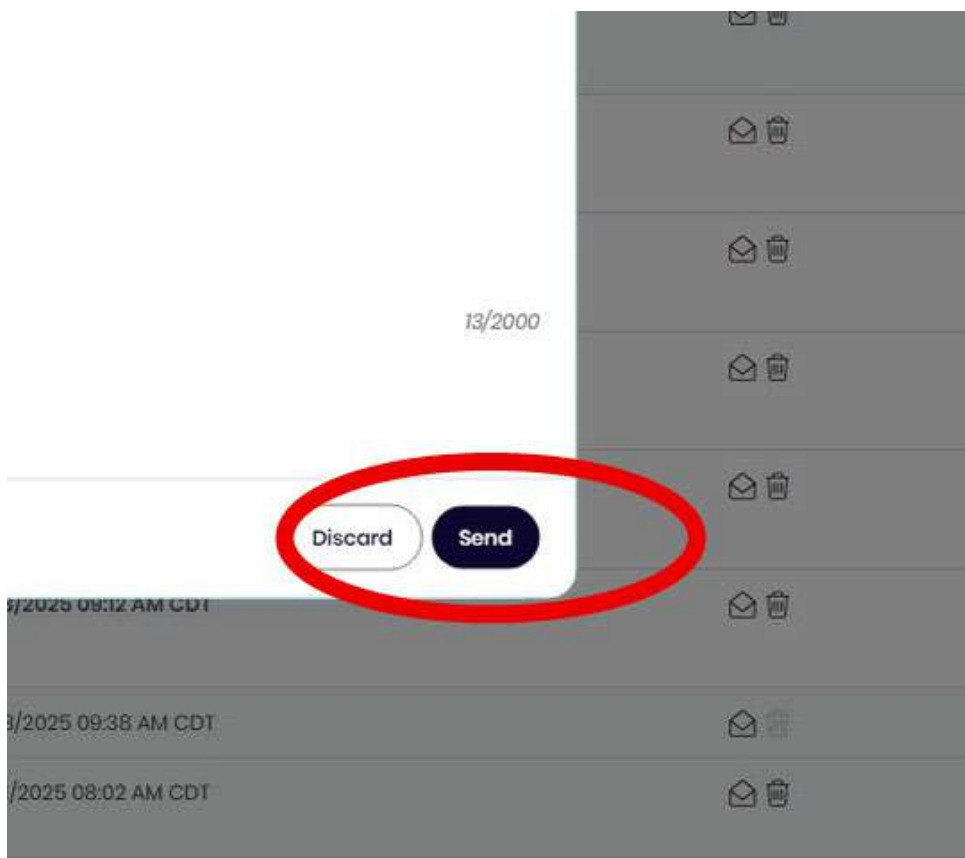
Larger image:



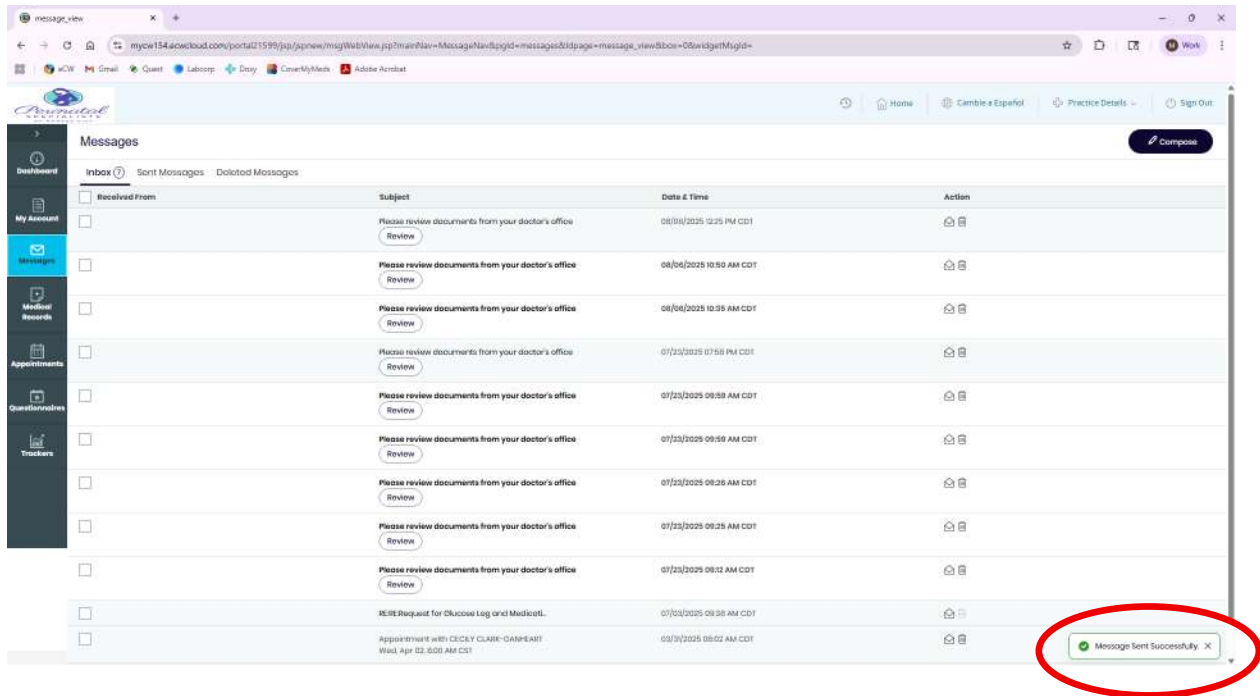
Press Send:



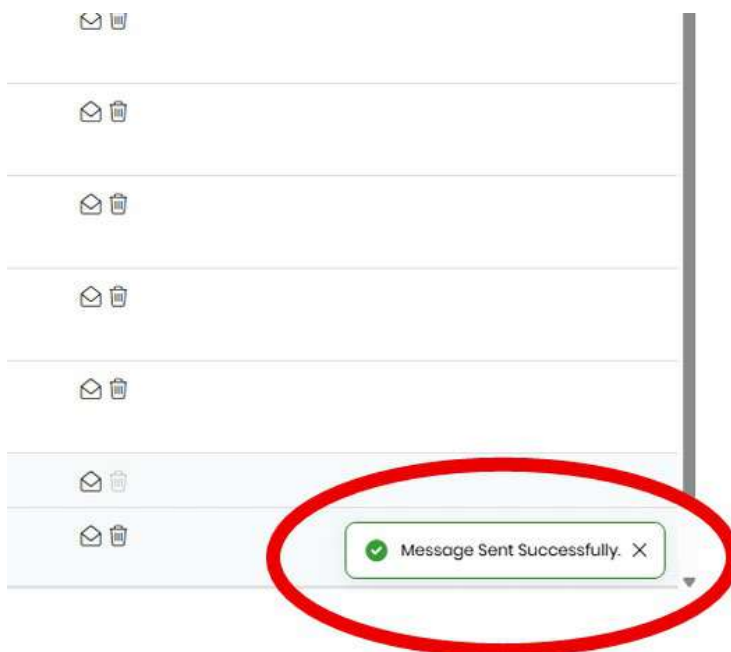
Larger image:



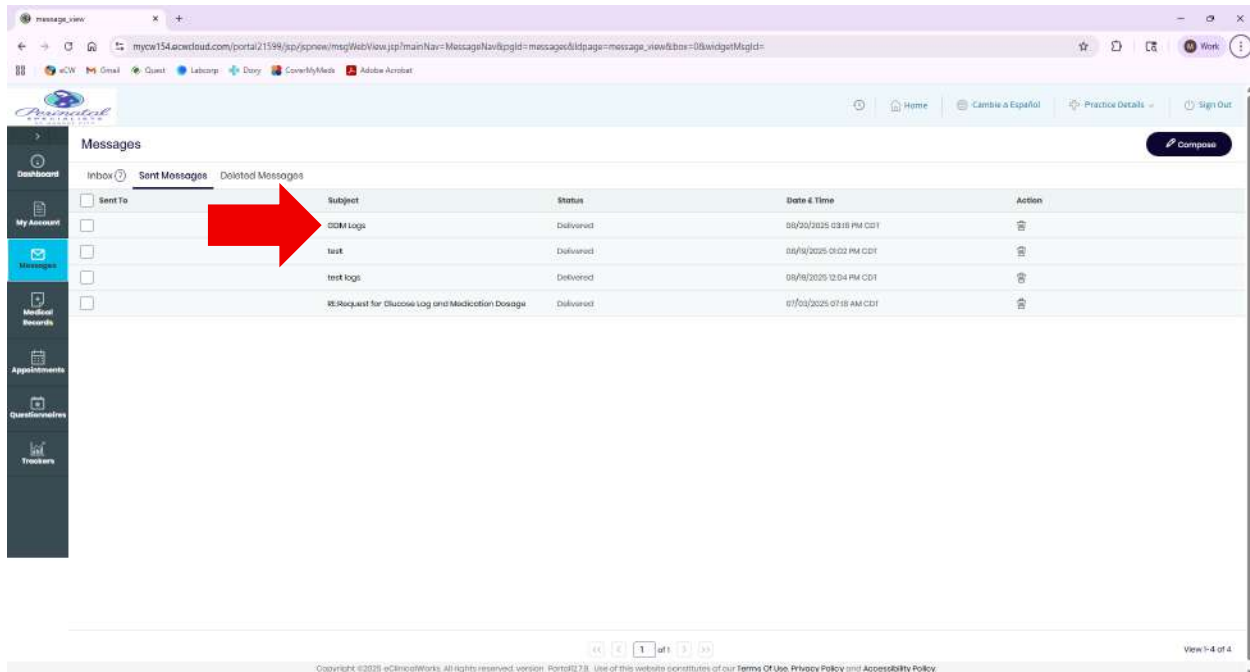
At the lower right of the screen, a pop-up indicates that the message was sent successfully:



Larger image:



If you wish, you can check in the Sent Messages section to confirm that the message was sent and delivered successfully:



The screenshot shows a web browser window displaying the patient portal. The 'Messages' section is active, with tabs for 'Inbox', 'Sent Messages', and 'Deleted Messages'. The 'Sent Messages' tab is selected, and a red arrow points to it. Below the tabs is a table of sent messages.

Subject	Status	Date & Time	Action
OB/GN logs	Delivered	08/20/2025 03:18 PM CDT	
test	Delivered	08/19/2025 01:02 PM CDT	
test logs	Delivered	08/18/2025 12:04 PM CDT	
RE: Request for Glucose Log and Medication Dosage	Delivered	07/03/2025 07:19 AM CDT	

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Please contact our office with any questions.



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