

How to upload documents for Leicestershire Adult Eating Disorder Service

1. Go to <https://www.leicspart.nhs.uk/edupload/>

The screenshot shows the NHS Leicestershire Partnership website. At the top left is the NHS logo and 'Leicestershire Partnership NHS Trust'. At the top right is a yellow button for 'Urgent mental health help'. A blue navigation bar contains links for Home, About, Services, Latest, Partners, Involving You, Jobs, Contact, and Accessibility, along with a search icon. Below the navigation bar, the breadcrumb trail reads 'Home > Eating Disorder Document Upload Page'. A 'Share' button is visible in the top right corner. The main heading is 'Eating Disorder Document Upload Page'. On the left, a blue sidebar contains a 'Home' link and a 'Eating Disorder Document Upload Page' link. The main content area is titled 'LPT Eating Disorders Document Upload' and includes the instruction 'PLEASE ONLY USE THIS FORM IF YOU HAVE BEEN ASKED TO SEND US A DOCUMENT.' Below this is the question 'Which clinician is this upload for?' followed by a dropdown menu labeled 'Clinician Name *' with 'PLEASE SELECT' as the current selection. At the bottom, a section titled 'You might be interested in...' features three links: 'Workforce Race Equality', 'Uniform ordering for bank staff', and 'Message to a Loved One'.

2. Select the name of the clinician that has asked you to upload documents from the list

This close-up screenshot shows the dropdown menu for the 'Clinician Name' field. The menu is open, displaying a list of names: 'PLEASE SELECT', 'Alison Hall', 'Barbara Thompson', 'Caroline Webb', 'Cheryl Logan', 'Debbie Whight', 'Katie Ricketts', and 'Kerry Cheek'. The 'PLEASE SELECT' option is highlighted in blue at the top of the list. Below the list, the 'PLEASE SELECT' text is visible in the input field, and a blue arrow button is on the right side of the field.

3. If you can not find the name of the clinician then please select 'The member of staff is not listed' and type in the next box the name of the clinician.

Clinician Name *

The member of staff is not listed

Please type the clinicians name below: *

4. Complete your name, date of birth & postcode. This ensures the clinician knows who is sending them information.

Please record your details:

This is to ensure we can link your file to the correct record

What is your Name? *

What is your Date of Birth? *

What's your home post code? *

5. Add any comments here about the documents you are uploading for your clinician

Is there any information you want to share with the clinician?

Information to be shared:

6. Now select choose file and find the document you want to upload on your device, then select open. This will attach the document.

Please attach your file below

If sending multiple files please submit one at a time.

File *

No file chosen

PLEASE NOTE: The maximum file size is 25MB, if your file is larger than this you will need to split it and send it as separate files.

7. Tick the box to agree to the criteria and press submit. The document will then get to your chosen clinician.

Please ensure your submission meets the below criteria

Please tick below to confirm that *

you agree that the document adheres to the below criteria:

- You have been asked by a clinician to submit a document.
- By submitting this document you are consenting to it being shared with your clinician.
- If you are another professional, please ensure the document is in line with your local policy\guidelines.

SUBMIT

Thank you.