1. Go to our website: www.twfht.ca

2. On the top right of your screen, look for your TW FHT site tab and click on it.

   BATHURST ☰ | GARRISON CREEK ☰

3. Scroll down and choose **'Submit a photo/ document'** from the list.

   Bathurst Site
   3rd Floor - 440 Bathurst Street
   Toronto, ON, M5T 2S6
   T: 416-603-5888
   F: 416-603-5448

   Scroll down to book an appointment.

☎	Call the clinic 416-603-5888
✎	Renew prescription
@	Update your OHIP card / Contact Information
▦	Submit a photo/document
⚲	Tell us about a vaccination/immunization
ⓘ	How to get here
⌖	Navigate (using your device)
▦	Book an appointment with your primary care provider
▦	Book an appointment with nursing
▦	Book a Pap Test
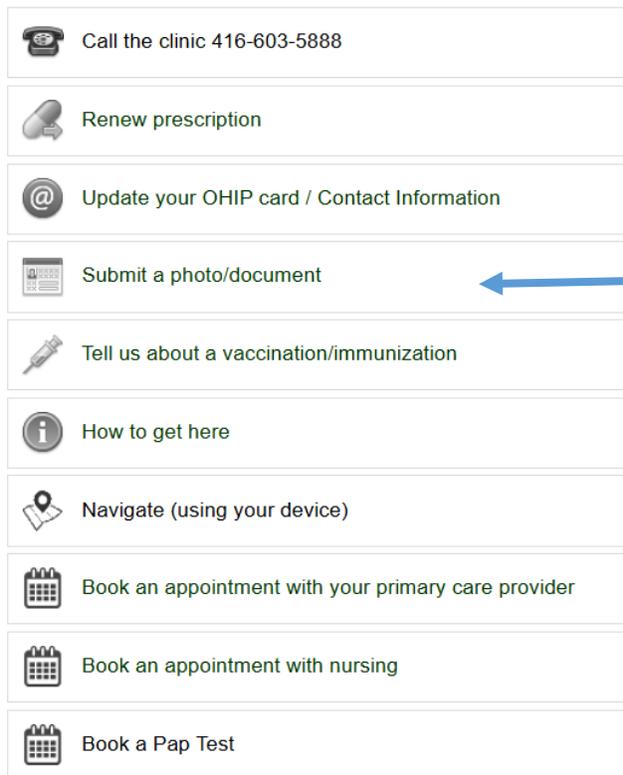
4. A pop-up will appear at bottom of your screen or to the right of your screen. Read the instructions and then click on "Submit Photo/ Document".

Submit a photo/document

This form is only for **non-urgent** submissions of photos or documents to your provider. **Please do not send photos for new medical concerns**, book an appointment with your provider first.

Accepted file formats include JPEG, PNG, PDF, text, and standard media files, with a maximum size of 10MB per file. If your files exceed 10MB, please submit them in multiple forms.

Forms: ensure you complete your section of the form before submitting.

Photos: include a message about the photo.

We will notify your provider of your submission and add it to your chart. **For urgent concerns, please call the clinic at 416-603-5888.**

Submit Photo/Document

5. This will take you to a new window. Fill out all the information as it appears on your health card.

Toronto Western
Family Health Team
Bathurst

To initiate this secure messaging service, you will be asked to provide identifying information. Please ensure you have your health card number available.

Secure Messaging is only available for registered patients at this clinic.

First Name

First Name

Last Name

Last Name

Health Number

Health Number

Birth Date

yyyy   mm   dd

Submit

6. Click on "**Add Attachments…**" to add your photo or document. You may select from previous pictures on your device/ phone OR select a document or form on your device. If you are using your phone, you can take a picture using the camera function and then press ok.
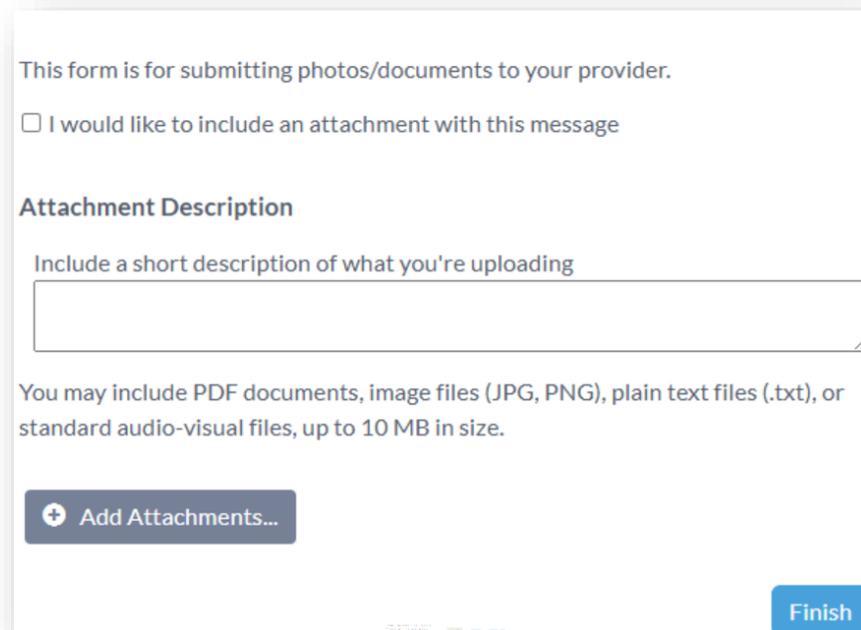
This form is for submitting photos/documents to your provider.

☐ I would like to include an attachment with this message

Attachment Description

Include a short description of what you're uploading

You may include PDF documents, image files (JPG, PNG), plain text files (.txt), or standard audio-visual files, up to 10 MB in size.

⊕ Add Attachments...

Finish

7. Once complete, press the blue "Finish" button on the bottom right and you will get a confirmation as shown below:

✔ Your form has been successfully submitted. You may now close this window.