



Submitting photos to Family Practice at WCH.

Please fully read the below instructions before submitting a photo to Family Practice:

1. Check your device's camera settings and attempt to reduce the resolution or file size of your images. The total file size of all images you submit should not be more than 2MB.
2. Take your photos.
 - Ensure they are well lit and appropriately show the area in question.
 - **Only submit up to two photos.** Additional photos are only permitted if the area in question cannot fit appropriately in one photo.
3. Email your photos to WCHFPHealthRecords@wchospital.ca.
 - Only send your email once.
 - Whenever possible, embed the photos into the body of the email, rather than sending them as attachments.
 - In the subject line, include:
 - i. Your last name and your first initial.
 - ii. Your date of birth.
 - Emails sent that do not include this information will be **automatically deleted** because health records cannot confirm your identity.
 - Please only submit photos. Health Records at family practice cannot accommodate documents or videos, links to videos, Snapchat, etc.
 - Photos should be sent as .pdf, .gif, .jpg. or .png.

Please note that WCH Family Practice will treat all images we receive as medically confidential. We cannot guarantee the security of emails sent over the internet from your device.