

## **Tipsheet for Requesting Your Records on MyChart**

The easiest way to access your medical information or obtain records is online using <u>MyChart</u>.

1. Log into your MyChart, click on the menu button.

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	MyChart ਅ <b>ਟਿਸ਼ਾ</b>
Menu 🗔 Visits 🖾 Messages 👗 Test Results 🚳 Medications	
Veru etails View details View details Vie	Care Team and Recent Providers
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2. Scroll down to "Document Center" Click on it.

Menu	SUHealth	M <u>yCha</u> rt 😵 - 🕞 Logout
Q Search the menu	a 📑 Visits 🖾 Messages 👗 Test Results 💰 Medications	
Find Care	a nal	
👼 Schedule an Appointment		
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🞇 View Care Team	ght View details	
💬 Immediate Care SmartExam		
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Communication		
Messages	Explore More	
😅 Ask a Question	- Explore more	
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🔆 COVID-19	MyChart experience by watching videos. OHSU Health has opt person or virtually. Ch	io.
📑 Visits	Learn more for you.	
👗 Test Results		
🗷 Medications		See details and manage (8 providers) 🖉
🚴 Manage My Pharmacies		
💽 Health Summary		
Plan of Care		
河 Preventive Care		
Questionnaires		
Lpcoming Tests and Procedures		
📷 Medical and Family History		
By Crown charts		
Document Center		
Seizure Tracker Dashboard	Intercovershillty Guide Terms and Conditions Contact Us. High Contract Theme	
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## 3. Click "Requested Records"

Document Center	
Please select the option that most closely matches the	information you would like.
View, Download, or Send Visit Records These include details such as: Health Issues Medications Allergies Immunizations Plan of Care	Requested Records Download records you asked for, such as: Health Care Provider Reports X-ray Reports Immunization Records Lab Reports All Available Records
My Documents Sign, view, download, and print documents you have	Who's Accessed My Record?           on file.         View actions of people who have accessed your record.



4. Select "Single Visit" "Date Range" or "All Visits"

🖉 MyChart	Epic
📄 Menu 💿 Visits 🖂 Messages 🍐 Test Results 💰 Medications	
View, Download, or Send Visit Records         You can select a single visit, visits in a date range, or all of your visits. Any visits selected will include a copy of your health summary.         Single Visit       Date Range         All Visits	
Showing 5 of many Last 3 Months 3 Months Ago	
Load more past visits	
Back to Document Center	
Windows     Were More     View, Download, or Send Visit Records     Vou can select a single visit, visits in a date range, or all of your visits. Any visits selected will include a copy of your health   Select information from this date range: Nindicates a required field 10/22/2023      Main     Main     Main     Select information from this date range:     Main     Main   Ma	
Menu Visits     View, Download, or Send Visit Records   You can select a single visit, visits in a date range, or all of your visits. Any visits selected will include a copy of your health summary.   Single Visit     Date Range     All Visits   You have 17 visits in total       Continue	



5. You can preview what you have selected

See OHSUHealth
😑 Menu 💿 Visits 🗵 Messages 🏝 Test Results 💰 Medications
<ul> <li>← Back</li> <li>Preview Documents</li> <li>This includes your health summary and your visit on 11/30/2023.</li> <li>Download all (2) Send all (2)</li> </ul>
Select a document to preview
Select a document to display a preview here

6. Then select how you want to send the information

See OHSUHealth MyChart	
😑 Menu 🙃 Visits 🖂 Messages 👗 Test Results 💰 Medications	
How Do You Want To Send Your Information?	
Find a provider Search for providers from other organizations to send your information to.	
Send to a Direct address Enter the Direct address given to you by your provider. Your information will be sent securely.	
Send to an email address You can send your information to any email address. This option is less secure.	
Back	

Upon sending the request, the patient is automatically taken to the Document Center where records can be downloaded as soon as they are ready.

**Note:** Some requests may still require manual review by Medical Records staff, resulting in longer wait times.