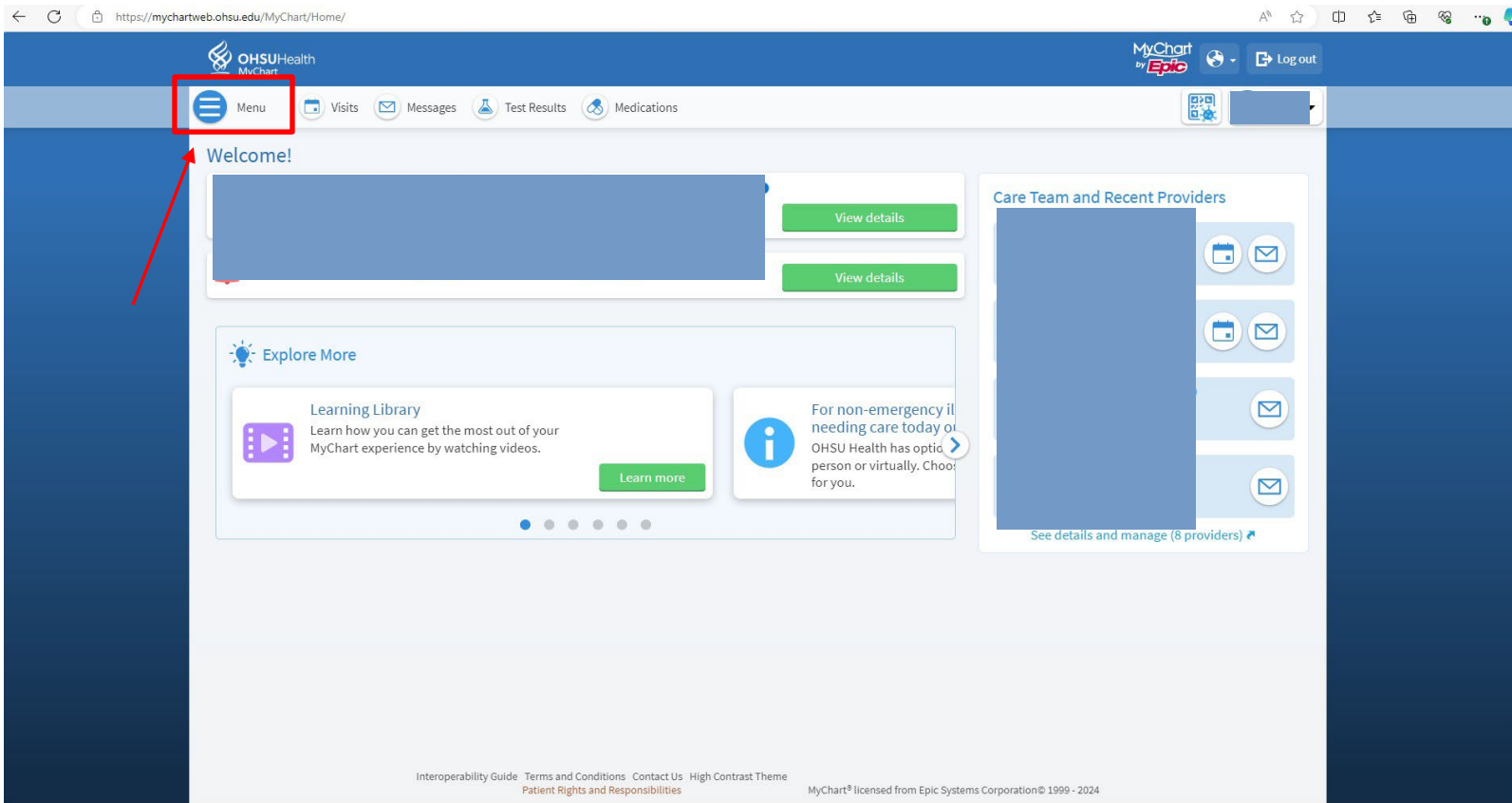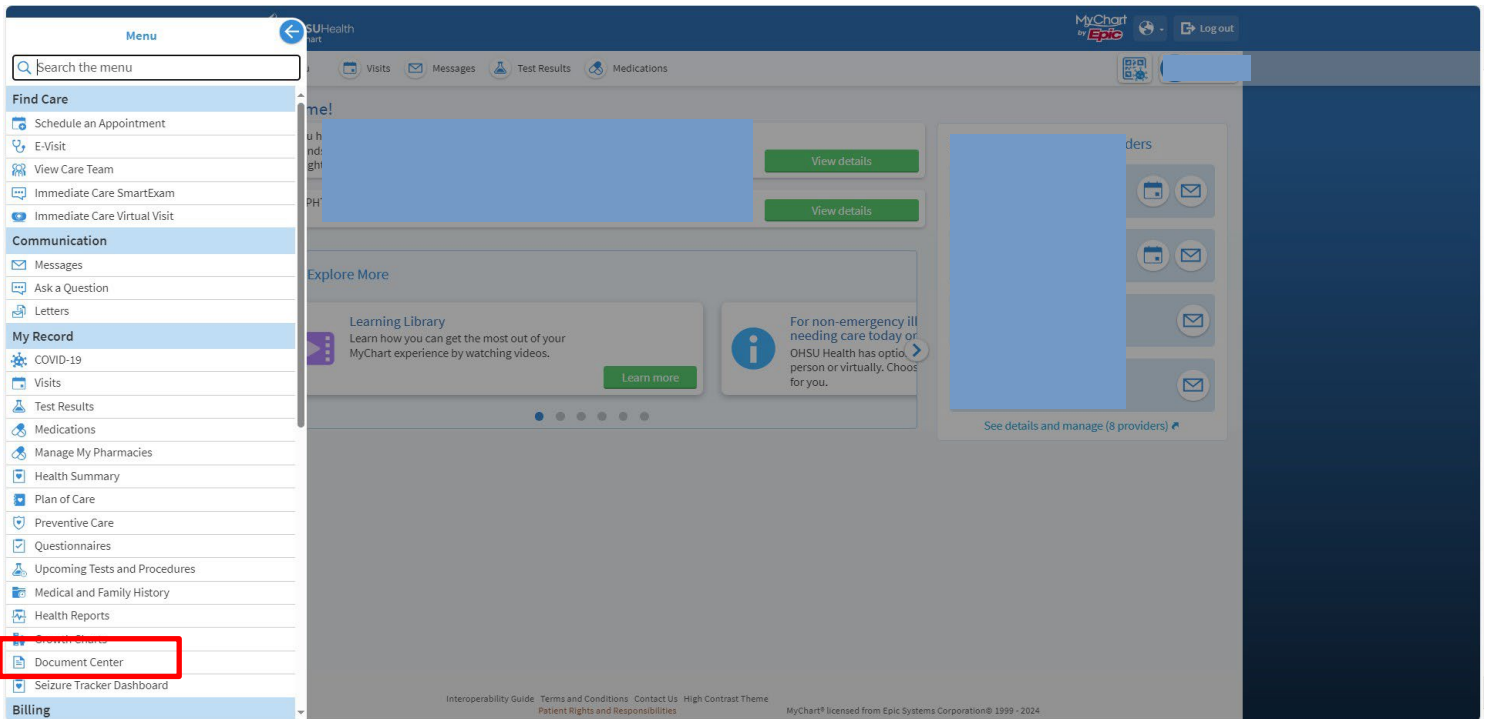![OHSU Health Hillsboro Medical Center logo]

Tipsheet for Requesting Your Records on MyChart

The easiest way to access your medical information or obtain records is online using [MyChart](#).
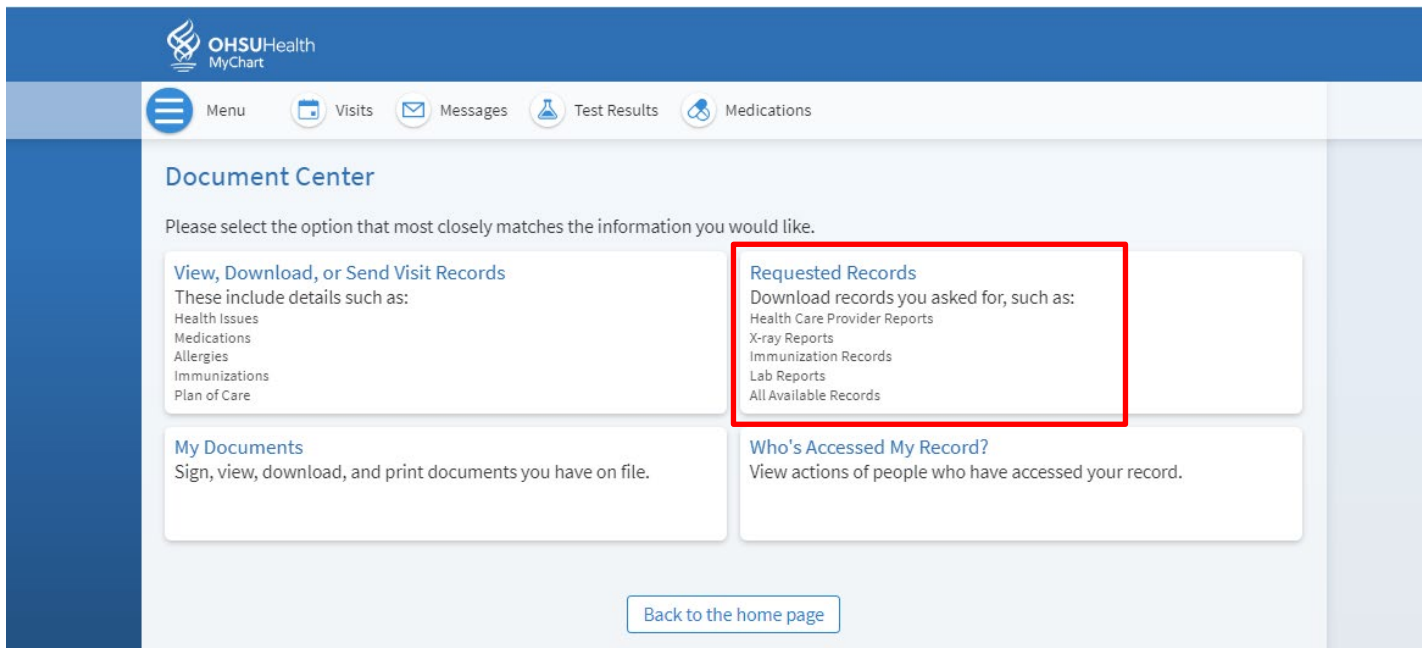
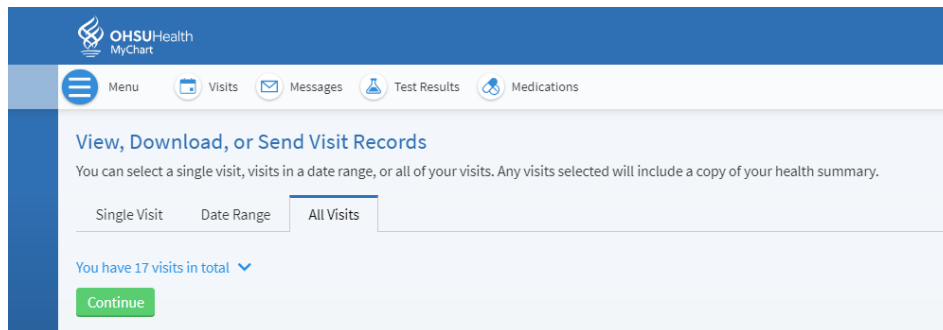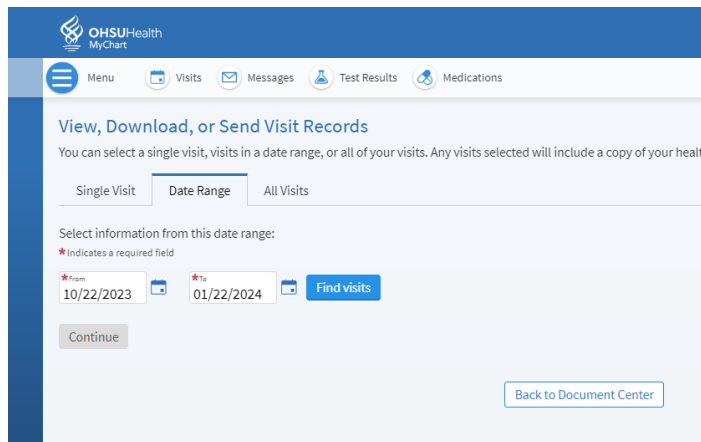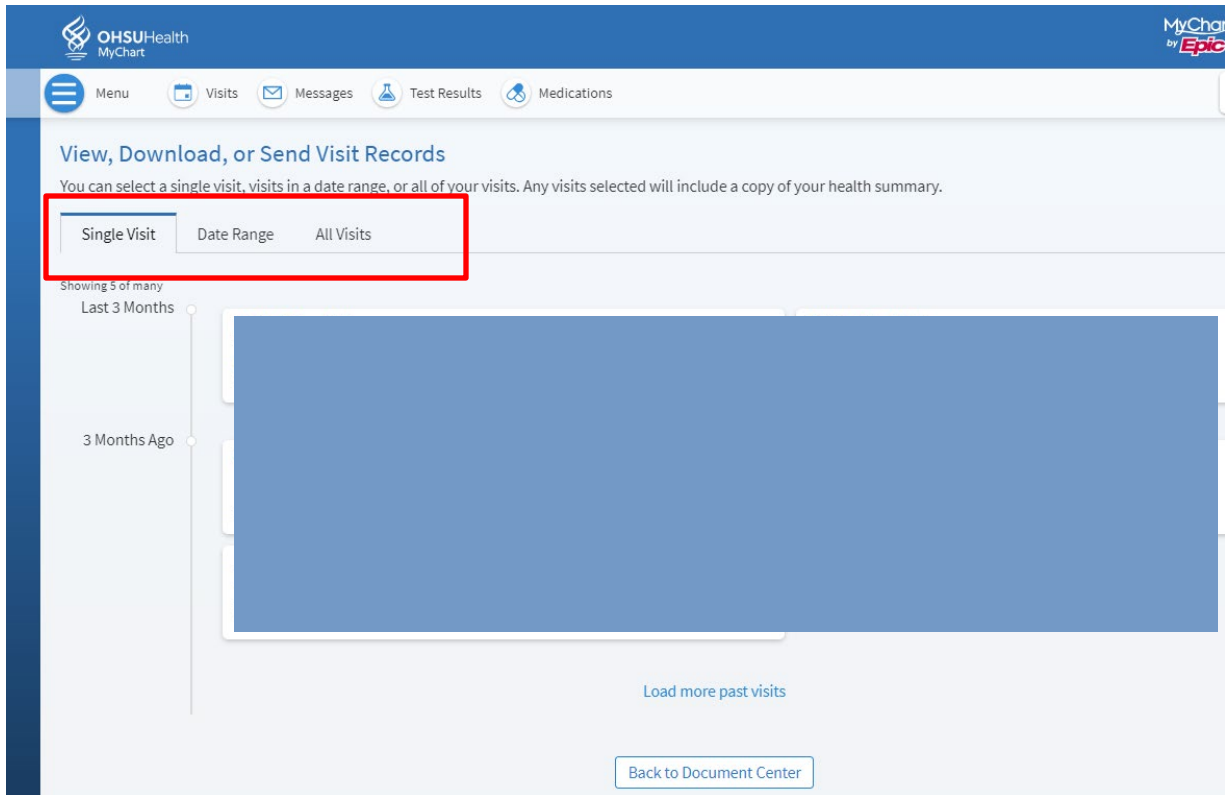1. Log into your MyChart, click on the menu button.

This document can be printed for use, but the electronic source must be referenced for the most up-to-date version.
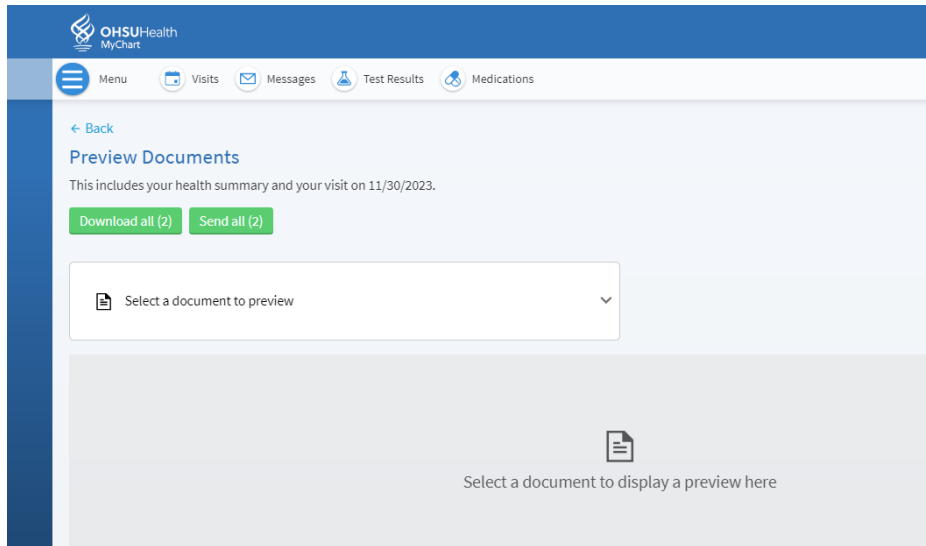
2. Scroll down to "Document Center" Click on it.

3. Click "Requested Records"
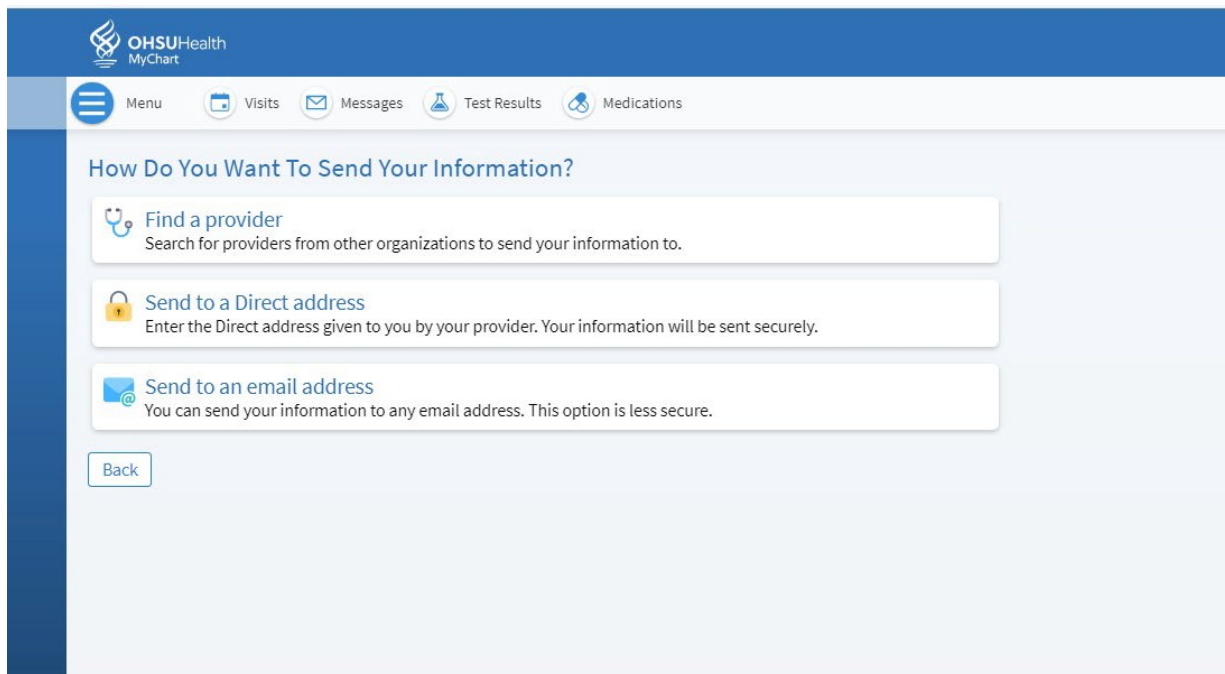
This document can be printed for use, but the electronic source must be referenced for the most up-to-date version.

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

This document can be printed for use, but the electronic source must be referenced for the most up-to-date version.

5. You can preview what you have selected

6. Then select how you want to send the information

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.