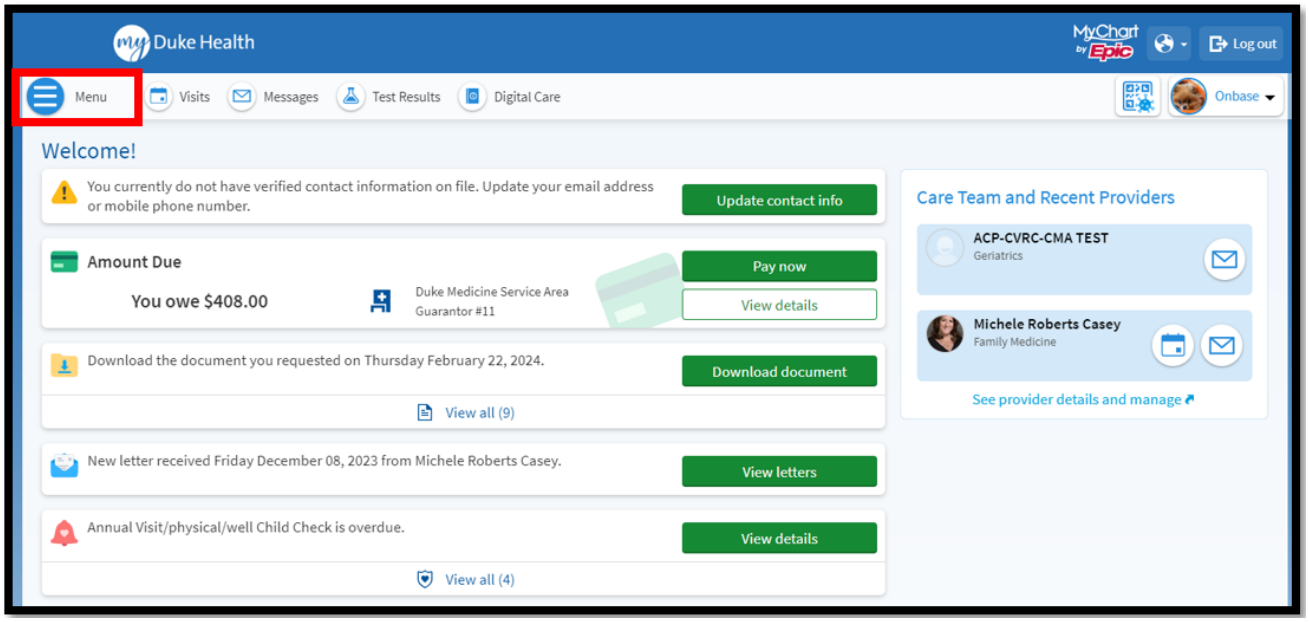
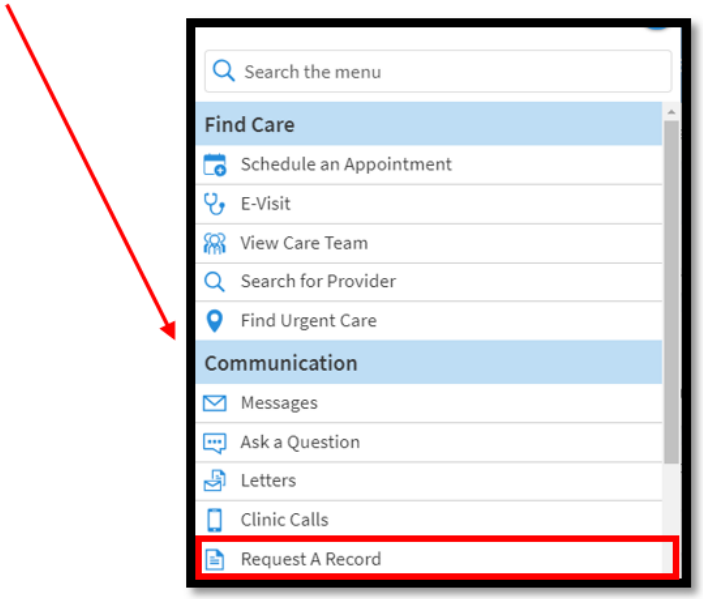
HIM MYCHART: HOW TO REQUEST RECORDS

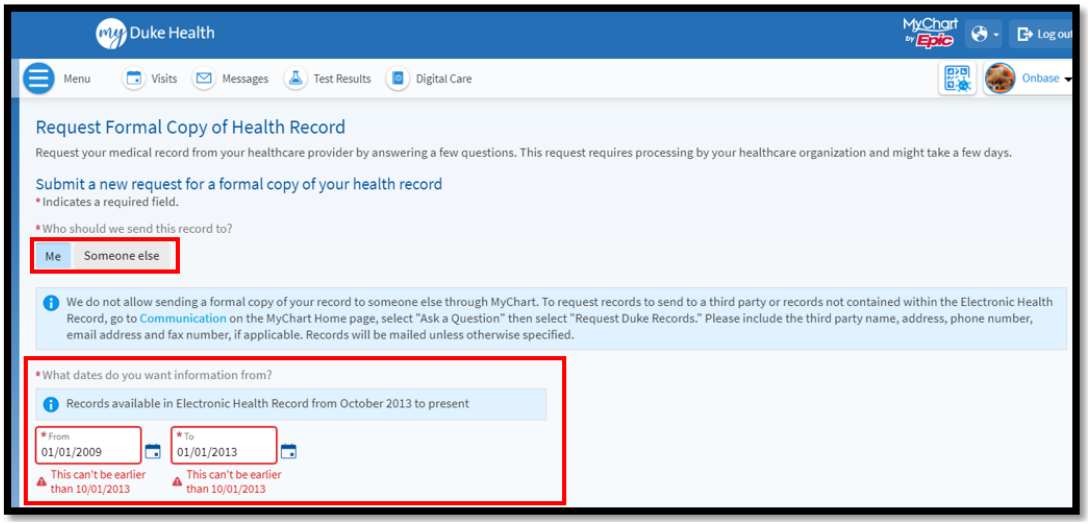
1. Once signed into MyChart, click on “Menu”



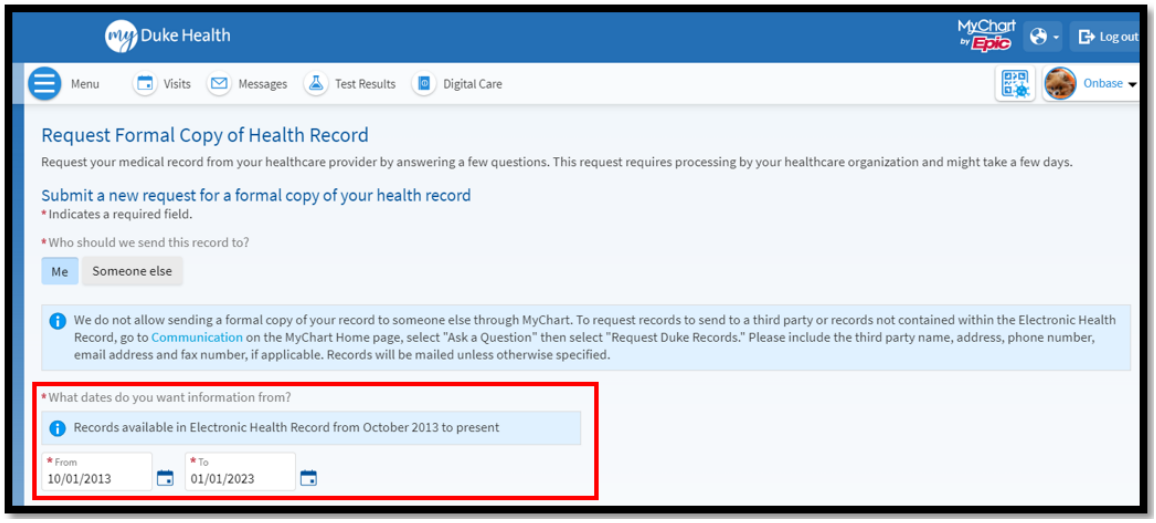
2. Next, under the “Communication” section select “Request a Record”:



3. This will take you to a screen where you can request a formal copy of your health record to be sent to you via MyChart.
    a. Step 1: For now, records can ONLY be sent to the patient as indicated by the “Me” button. The “Someone else” option is currently greyed out and CANNOT be selected at this time.
    b. Step 2: Input the dates for the information you are requesting.
        i. Take note – The only records available to request in the Electronic Health Record are from October 2013-present. If a date prior to 10/2013 is entered, the patient will get the below error message.

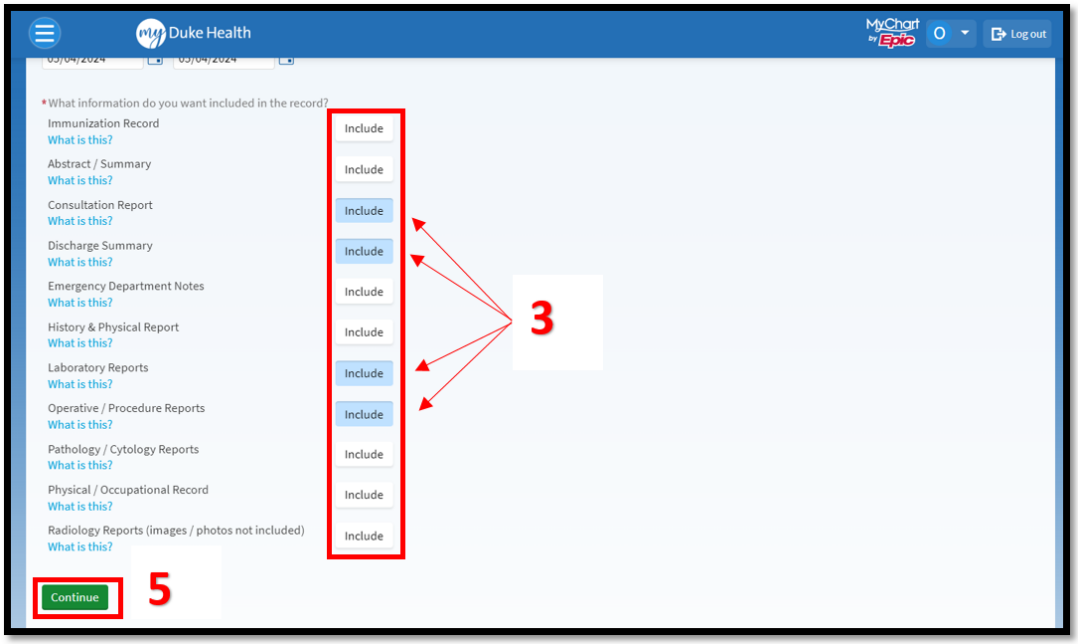


Enter a valid date range as shown:

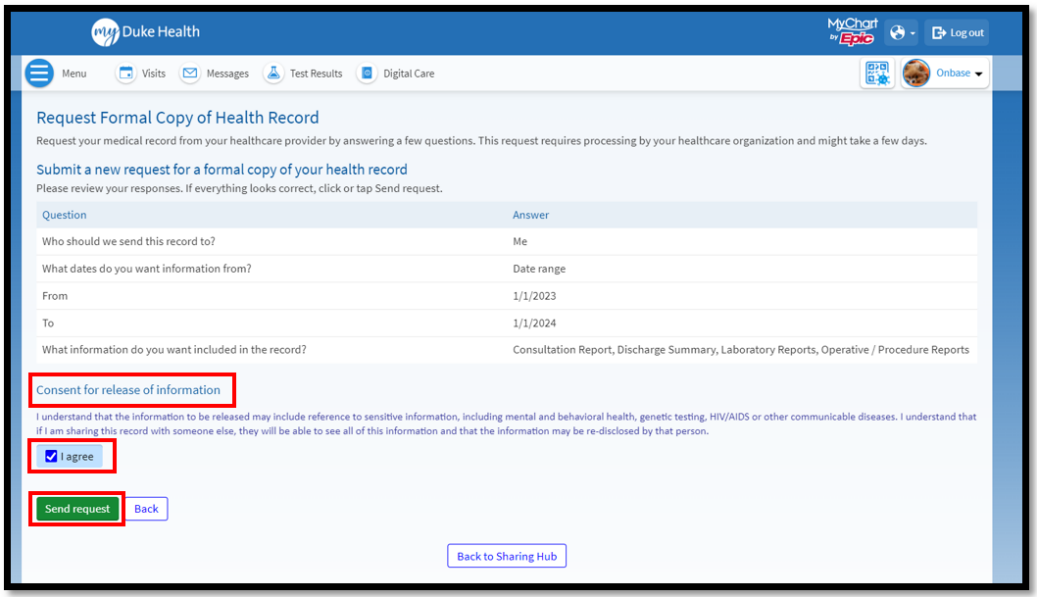


ii. Step 3: Select the information you are wanting to request by clicking on “include”. Once selected, the “include” box will turn “blue”.
    - To learn more about the information under each selection, click on “What is this?”

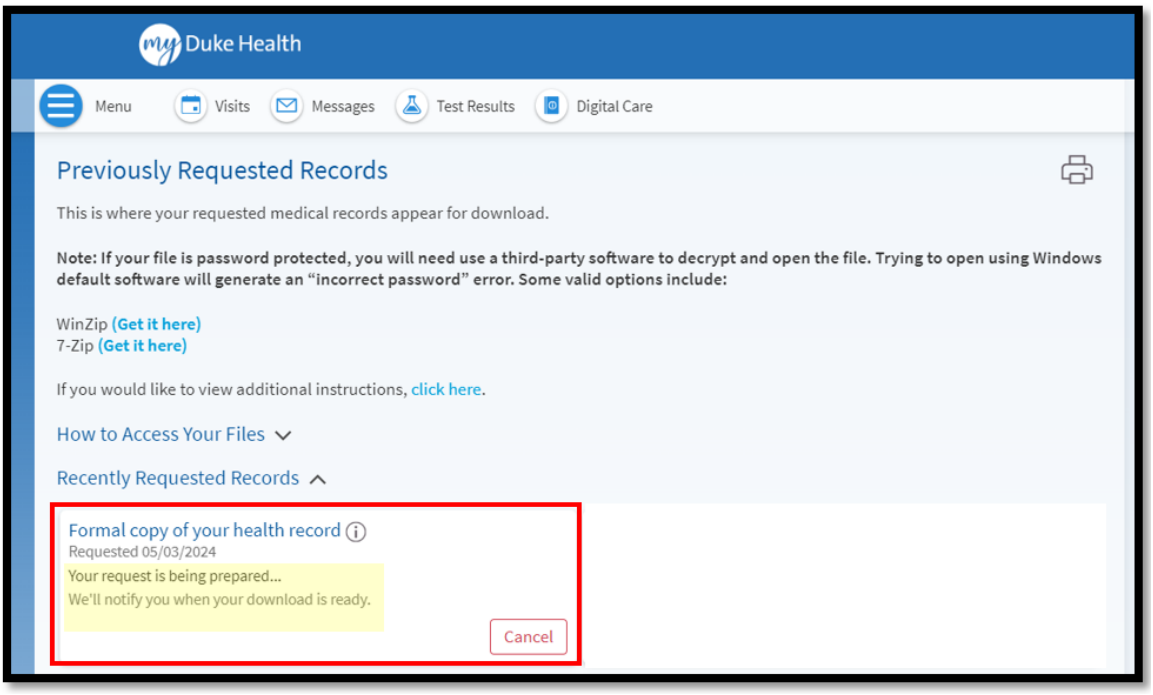
iii. Step 5: Once all selections are made, click “Continue”



4. After you click “Continue” you will be taken to the following page showing a summary of your selections to include dates of service and information to be released.
   Under “Consent for Release of Information” check the “I agree” box and then hit “Send Request”



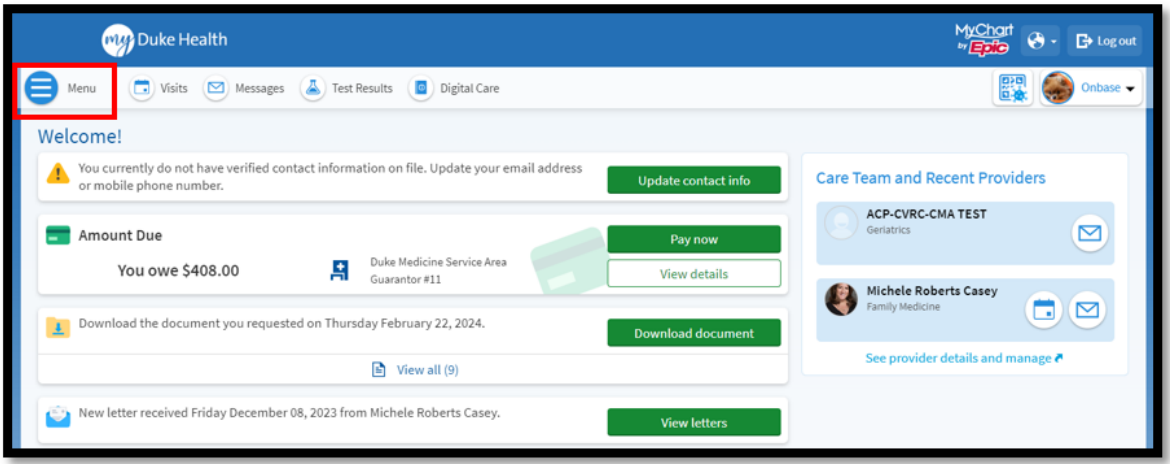
5. After, clicking “Send Request,” you will be taken to another page showing that your request is being prepared.



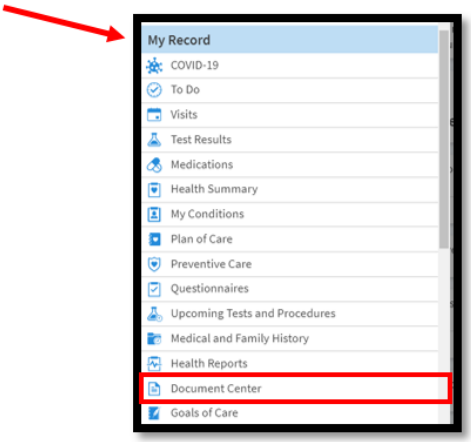
HIM MYCHART: HOW TO REQUEST RECORDS

HOW TO LOCATE YOUR REQUESTED RECORDS ON MYCHART:

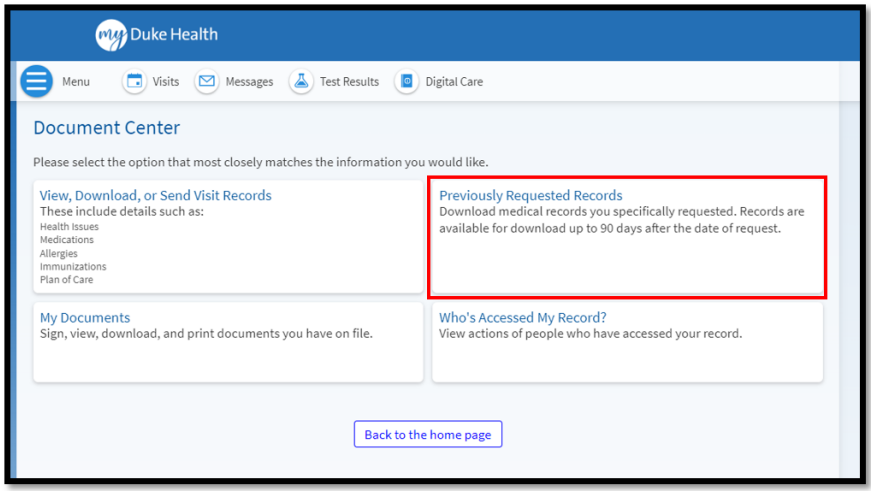
1. Click on the “Menu” button:



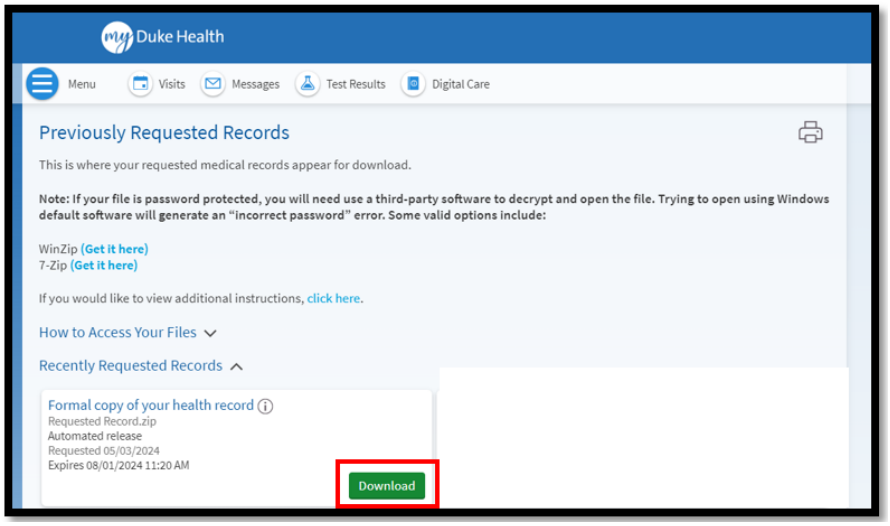
2. Then, scroll down to the “My Record” section and then select “Document Center”:



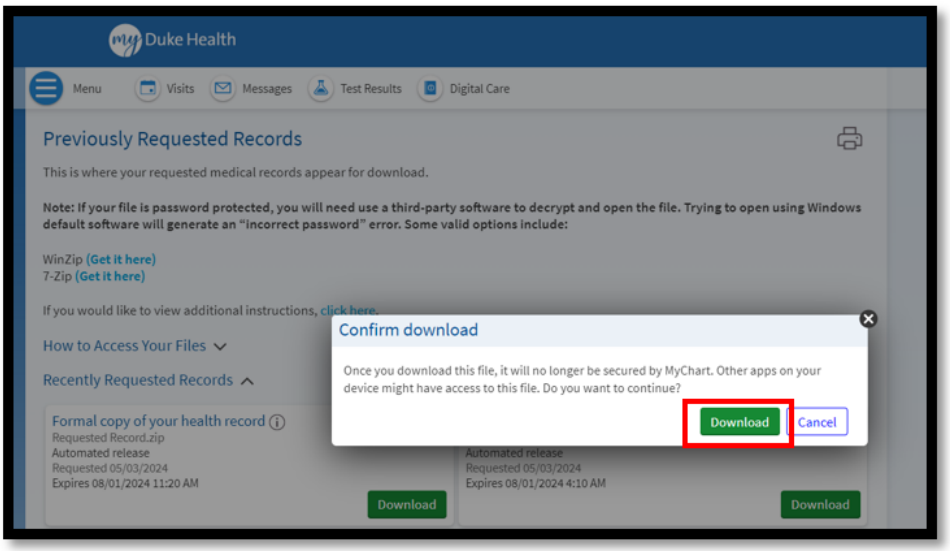
3. Next, click on “Previously Requested Records”



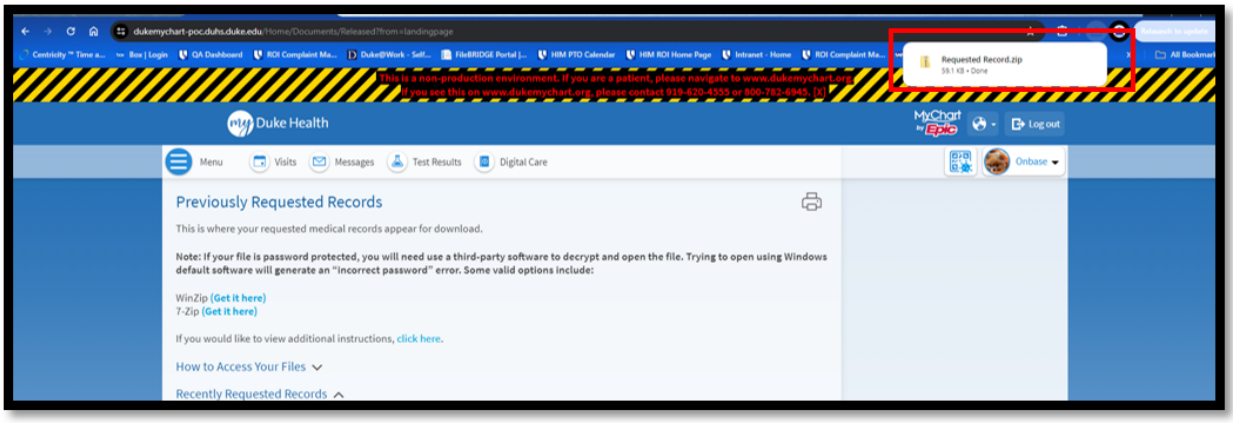
4. Your requested records if ready will have the “Download” button. Click on the “Download” button



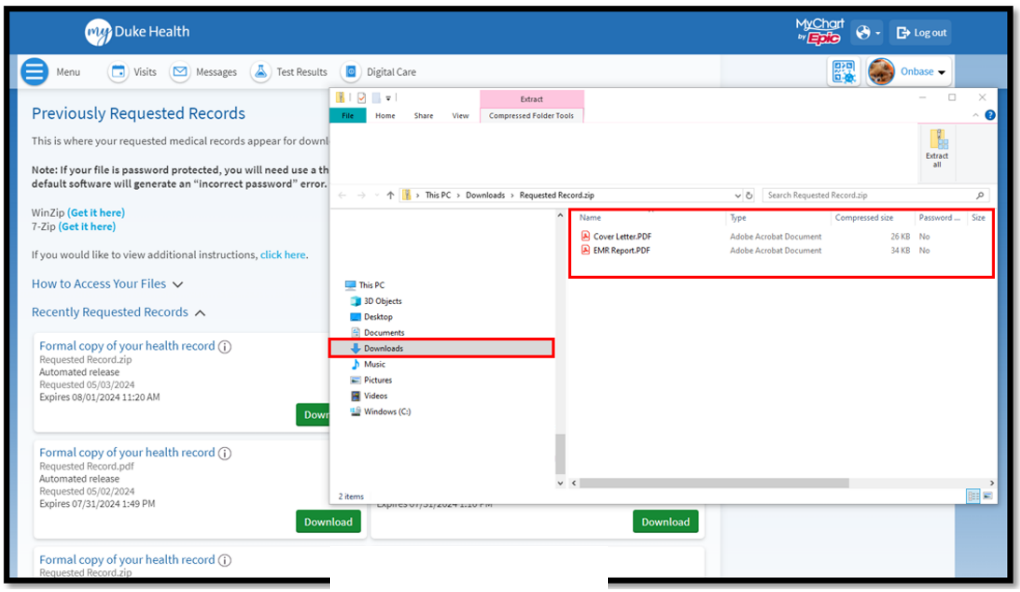
5. After clicking on the “Download” button, the following message will appear. If you wish to continue click on “Download”



6. After you click on "Download" your downloaded records will appear under your "downloads" in your internet browser. Click on the downloaded zip file.



7. After you clicked on the downloaded zip file a Sharedrive folder will appear. The folder will contain the cover letter and the EMR reports of the requested records.



8. Records are available to download in MyChart for 90 days.