

Find My Records

After Visit Summary (AVS) and Notes

1. Locate and open Visits.
2. From the list of Past Appointment, locate the appointment.
3. Select the **View After Visit Summary** option to open the report.
4. Optionally, if there are Notes associated with the visit, select the **View Notes** option to open them.

My Records

1. Open the **Menu** and scroll down to locate the **My Record** section.
2. Click or tap to open any of the following reports:
 - COVID-19
 - Visits
 - Test Results
 - Medications
 - Health Summary
 - Plan of Care
 - Preventive Care
 - Questionnaires
 - Upcoming Test & Procedures
 - Medical & Family History
 - Health Reports
 - Trends Dashboard
 - Document Center

Find My Records

(continued)

Letters

1. Open the **Menu** and scroll to locate the Communications section.
2. Select **Letters**.
3. Locate letter and click or tap to open it.
4. Optionally, use the printer icon to print the letter.

Request My Records

1. Open the **Menu** and scroll to locate the Sharing section.
2. Select **Sharing Hub**.
3. Click or tap the option to **Request a formal copy of my health record**.
4. Complete the request form.
5. Select **Continue**.
6. Check the **I agree** box.


Link My Accounts

1. Open the **Menu** and scroll to locate the **Sharing** section.
2. Select **Link My Accounts**.
3. Select from the list or search for other health care organization.
4. Select the **Link account** button.
5. Verify your account.

Print My Records

NOTE: To print from MyChart, you must be using a computer or laptop. Printing is not currently available in the MyChart Mobile App.

Print a Single Report

1. Locate and open the report or document you want to print.
2. Click or tap the printer icon. 
3. A preview of the document will display. At the top of the display, locate and select the option to **Print This Page**.
4. Confirm the Print page settings and select **PRINT**.

Print Entire Visits or Records

1. Open the **Menu** and select the **Document Center**.
2. Select **Visit Records**.
3. Use tabs to select a **Single Visits**, a **Date Range** or the **All Visits** option.
4. Click the **Download** button and verify by clicking the **Request** button.
5. Once the download is complete, return to the **Document Center** and select Requested Records.
6. Click the **Download** button to view the file.
7. Open the **PDF** file and **print**.

Share My Records

Share with another Provider

1. Open the **Menu** and scroll to locate the **Sharing** section.
2. Select **Share Everywhere**.
3. Type name of person to share your record.
4. Click or tap the **Request Share Code** button.
5. A code will be generated. The person can go to www.shareeverywhere.com and enter the share code view your record.

Share with Family Member

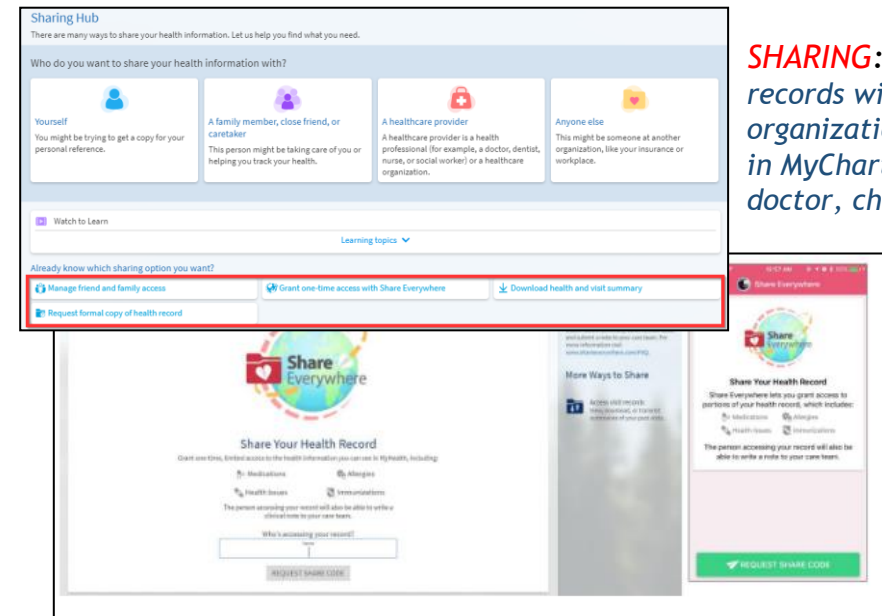
1. Open the **Menu** and scroll to locate the **Sharing** section.
2. Select **Sharing Hub**.
3. Select the option to share with **A Family member, close friend or caretaker**.
4. Chose the option to **Give Ongoing Access to your MyChart account**.
5. Select **+ Invite Someone**.
6. Complete the Invite form and select **Send Invite**.



For assistance contact the **MyChart Help Desk** at (320) 240-7897
between 8:00 am - 4:30 pm, Monday-Friday

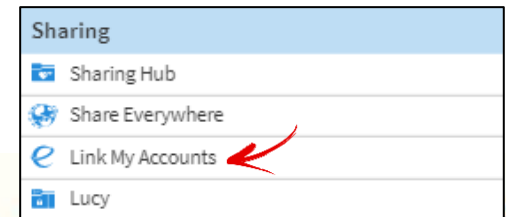
MyChart is an online tool that offers you secure access to your medical records. MyChart is available as a web version and also available on mobile devices by downloading the MyChart Mobile app. Both versions are free and available to all of our patients.

Inside of your MyChart account you see your medications, test results, appointments and after visit summaries, medical bills, estimates and much more. In addition to viewing your health records, you also have the option to print reports and share your records with others, if desired. The flip side of this document provides simple to follow steps to locate, print, link and share your health records.



SHARING: While away from home you may want to share your medical records with a provider outside of your regular primary care healthcare organization. This can be accomplished using the Share Everywhere feature in MyChart. Share Everywhere generates a code that you can share with a doctor, chiropractor, physical therapist, dentist, school nurse or more.

The share code recipient enters the code and your date of birth on the Share Everywhere website (www.shareeverywhere.com) to receive on-time, temporary access to your health information. The person who views your information can also write a note back to your health system to help keep your care team informed of the care they provide.



LINKING: If you've been seen at another healthcare organization, you might be able to also view information from that medical record in your MyChart account.