

GET CONNECTED WITH: MyChart

How to Find Your Medical Records in MyChart

1. Log in to your MyChart account. If you have not made one, please sign up for an account.
2. On the homepage, click **"Health"** or **"Menu"** > then select **"Medical Records"** or **"Document Center."**
3. You can view:

» Visit Summaries

» Test Results

» Immunizations

» Medications

» Allergies

» Current Health Issues

How to Download Your Records

1. From the **Medical Records** or **Document Center** section, look for a button or link labeled **"Download"** or **"Export."**
2. Choose the type of record you want (lab results, imaging, etc.).
3. Follow the prompts to save a PDF copy to your computer or phone.
4. You can also choose **"Share Everywhere"** to give temporary access to another provider.

How to Transfer Records to Another Provider or Facility

» Option 1: Use **"Share Everywhere"**

- Go to the **"Share My Record"** section in MyChart.
- Choose **"Share Everywhere."**
- Enter the name of the provider who needs access.
- You'll receive a **code** to give them. They can use this to view your records securely.

» Option 2: **Download and Send**

- Download your records as a PDF (see above).
- Email or print the documents and take them to your new provider.

» Option 3: **Request Our Medical Records Department to Send Them**

- You can fill out a release form directly through MyChart.
- Or call our office at: 509-659-1200
- We'll send your records where they need to go securely and quickly.

Need Help?

MyChart Support Line: **1-877-900-5741**

KEEP IN MIND:

MyChart uses secure technology to protect your personal health information. You're in control of what you share and who sees it.