MyDCH Patient Portal: How to Download Medical Record

Home Screen>Health Record

	M	Health System	8		Log Off
		Prince Him			
Messages	Health Record	B Medications	Appointments	Profile	
You have new Docum	e Last 30 Days ent activity.				
Helpful Resources					
DCH Bill Pay Site (205	3438321)				
DCH Health System W	ebsite				
Additional Records Re	quests				
Covid-19 Resources					
Españo	I Contact Technical	Support Prefere	nces Terms & Con chnology, Inc.	ditions	

Home Screen>Health Record>Download Medical Record

Prince Him's Health Record					
Health Summary to view, print or downly					
Allergies	Current Conditions	📻 Visit History			
Mediantican	There are no conditions for this patient.				
There are no active medications for this patient.	There are no immunizations for this patient.				
Contact Technical Support		Medications			
		Allergies & Conditions			
		Reports			
		Health Maintenance & Immunizations			
		2 Questionnaires			
		Medical History			
		Download Medical Record			

When a patient accesses the **Health Record** (see top screen shot above), the new **Download Medical Record** button appears as the last button on the right side of the page (see second screen shot just above).

Home Screen>Health Record>Download Medical Record>Request Medical Record



Select the Request Medical Record button to create a downloadable file.

		Home Log Off	
Prince Him's Medical Rec	ord		
A request for this patient's medical record file is being processed. You will receive an email notification once the file becomes available. You will have a time limit to download this file to your device.		Back to Health Record	
Last requested date & time: Last requested by: File status:	Tue, Dec 27, 2022 at 3:23 pm Prince Charming II HIM Pending	Activity	
Contact			

The screen will refresh and provide the last requested date and time; the name of the person who requested the medical record; and the file status as "Pending."

Note: The Request Medical Record button is also removed from the list at right while the file is being created.

The patient will receive **an email notification** once the file becomes available. See example below.



Dear Prince Charming II HIM,

You have new data available from the MyDCH Patient Portal. Please use the link included at the bottom of this email to login and view your new data.

You have new items. Click on the link(s) below to view.

Medical Record Download

You can log on to the Home page of your portal by accessing the link below: <u>Click here to sign in.</u>

Once the file is ready, the patient will click on the **Download** button to download the file. It will download as a zip file onto the patient's device.

Last requested date & time: Last requested by:	Tue, Dec 27, 2022 at 3:23 pm Prince Charming II HIM	
We are retrieving the medical record file. This may take time. Do not exit the page. The file will be available for download once the Download button appears on the screen.		
Cor	ntact Technical Support	

The patient will then right-click and select **Extract All** on the file in their **Downloads**.