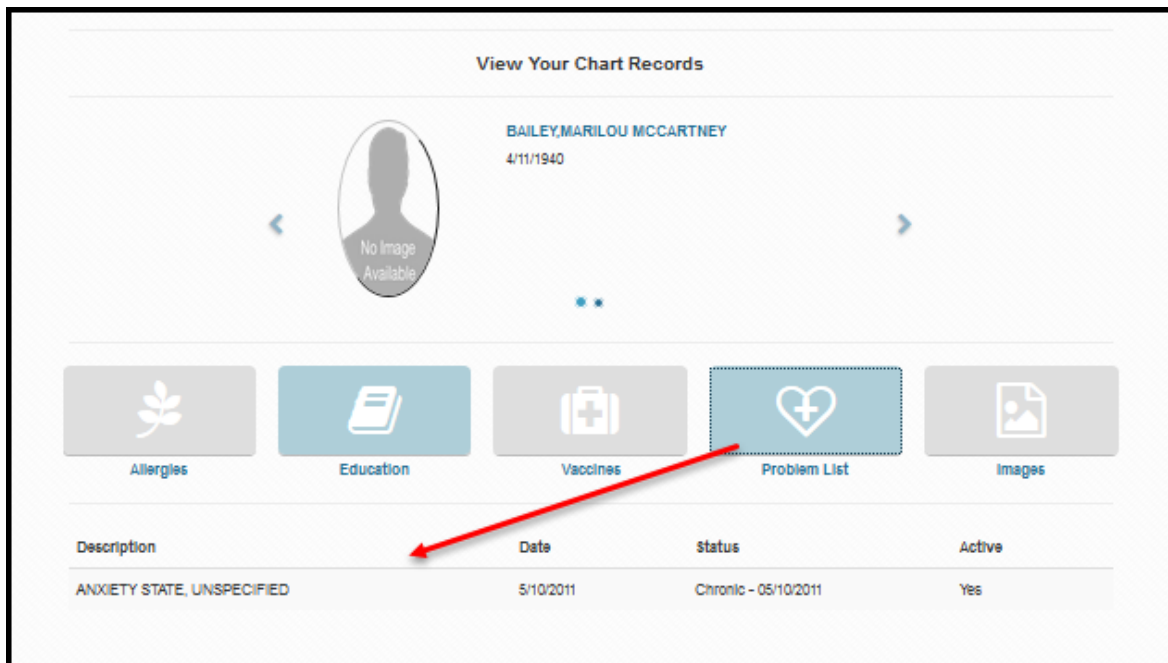


View Records in Portal

You can view health records of patients tied to your Patient Portal account on the **Chart Summary** screen.



View, Download, and Send Medical Records

You can use the **Chart Summary** screen in the Patient Portal to view, download, and send medical history for yourself and patients tied to your account.

Notes:

- *Medical history can be downloaded in PDF for XML formats.*
- *You can send medical history through a secure email to a doctor or member of the clinical staff, or send medical history unsecurely to a third-party.*

Send medical records by going to **Records | Chart Summary**.

Chart Summary Clinical Summary Track Transmit Status View Records Log Out

View, Download and Send Medical History

Viewing: HEART,NAOMI Start Date 12/01/2018 End Date 01/31/2019 View

Sent to: Doctor / Clinical Staff (Send securely) Other - Email: Next

Download As PDF Download As XML

Send Secure Message

To send patient records securely:

1. Select which patient records you want to send.
2. Choose a **Start Date** and **End Date**.
3. Select **Doctor/Clinical Staff (Send securely)**.
4. Click **Next**.
5. Search for the provider you want to send the records. Click **Transmit**.
6. Confirm that you are sending records to the correct provider and click **Transmit**.

Send Unsecure Message

To send patient records via unsecured email:



Important Note: *If you choose to send to an **Other-Email**, you might be sharing sensitive medical information with a third party.*

1. Select which patient records you want to send.
2. Choose a **Start Date** and **End Date**.
3. Select **Other-Email** and enter the email address.
4. Click **Next**.
5. Acknowledge sending an unencrypted email.
6. Click **Send Now**.

Go to **Records | Track Transmit Status** to view health record transmission statuses.