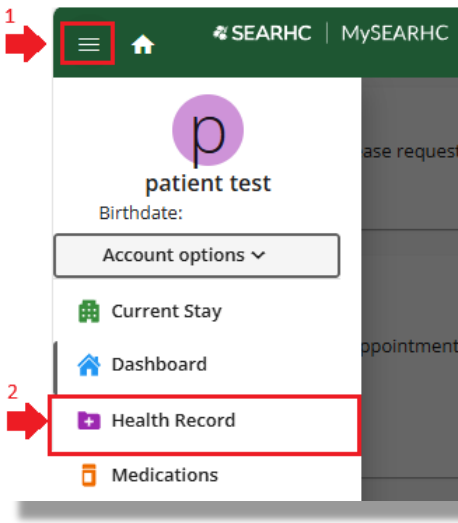
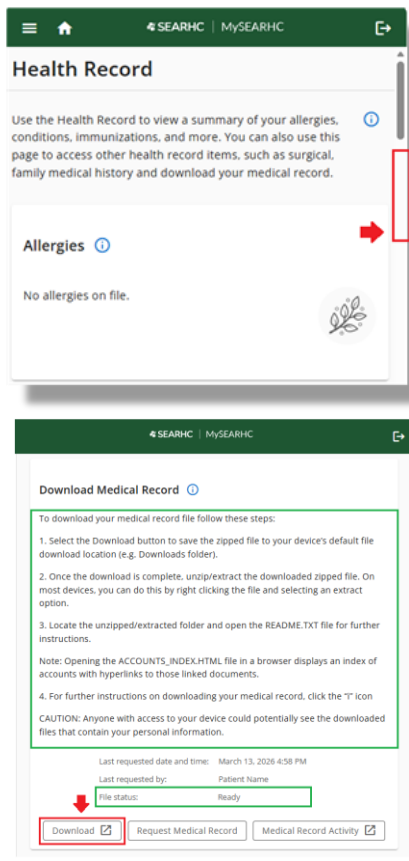
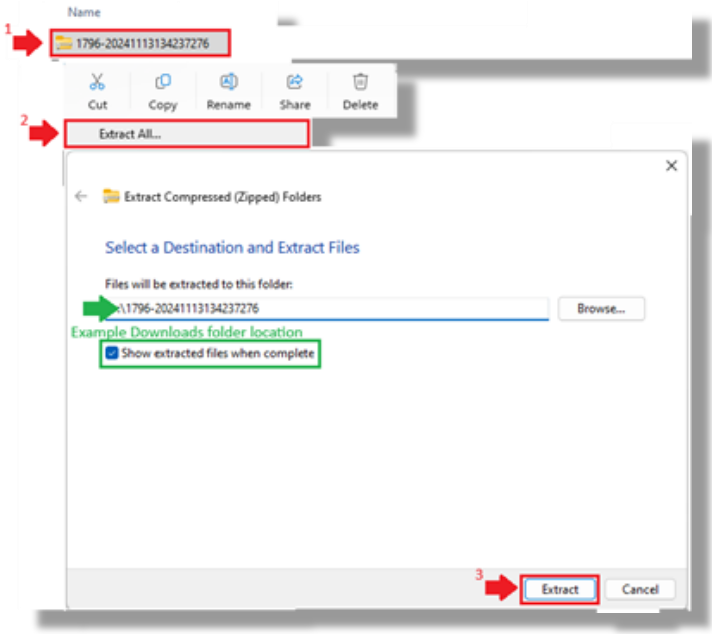
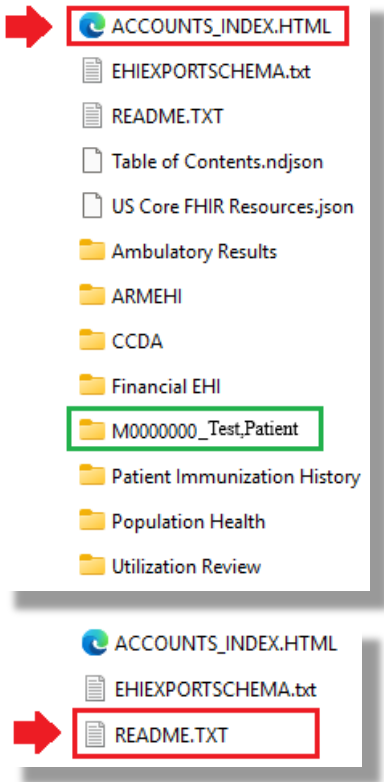


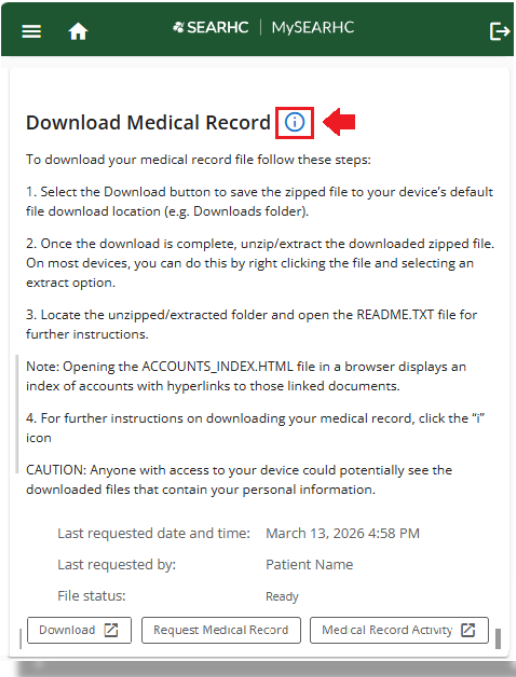
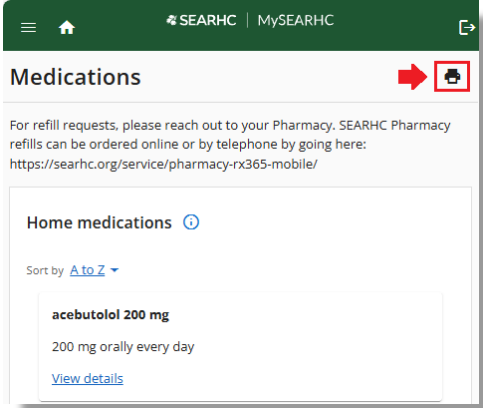
MySEARHC Quick Reference Guide

Download Medical Record (EHI Packet)

Access the EHI Packet from the *Health Record* page.

1	Accessing the Health Record page: - From the MySEARHC Dashboard, select the 3 line icon, located to the left of the Home icon. - Select Health Record NOTE: To download the EHI Packet (zip file), it is required to access this page using a personal computer (desktop/laptop).	
2	Downloading EHI Packet: Scroll to the Download Medical Record feature Review the download instructions Confirm file status is <i>Ready</i> - Select Download NOTE: The EHI packet is available for download for up to 7 days from date/time it was ready.	

3	Accessing the EHl Packet (Windows): • Locate the downloaded zip file • Right-select zip file • Select Extract All • Select Extract NOTE: Selecting <i>Show extracted files when complete</i> can automatically open the extracted folder once the unzip/extract is completed. NOTE: Other operating systems may require different steps.	
4	Viewing the EHl Packet (Windows): • Open the ACCOUNTS_INDEX file in a browser session. NOTE: The accounts index file offers browser navigation to some folders. NOTE: Open the README.TXT file to view the EHl Packet Table of Contents for a more comprehensive list of folders/files.	

5	Download Medical Record Learn More For further instructions after downloading the EHI Packet, select the blue  icon. NOTE: Select Close and be returned to the Health Record page.	 Medical record download learn more  For more information in how to download medical records please review our SEARHC Health Records page https://searhc.org/patient-resources/health-records/, or call a Health Records Technician at 907.463.6630
6	Printing records on MySEARHC: Patients can print records that feature a printer icon next to documentation (e.g., medications page). For printing results and reports, see Viewing Results and Reports.	Example: Printing Home Medications 
Looking for further help? Contact a Health Records Technician at 907.463.6630		