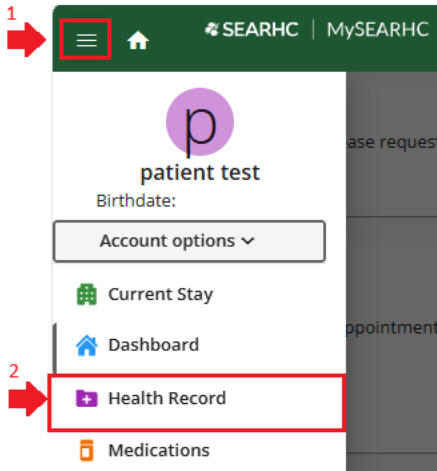
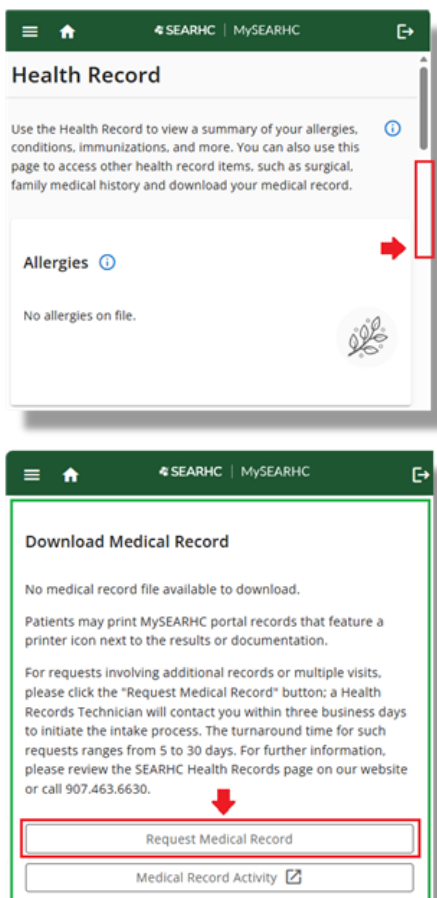


MySEARHC Quick Reference Guide

Request Medical Record (EHI Packet or preferred method)

Access the Request Medical Record feature 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	
2	Request Medical Record: Scroll to the Download Medical Record feature - Select Request Medical Record NOTE: A Health Records Technician will contact you and review delivery options (e.g., EHI Packet or preferred method). NOTE: To download the EHI Packet (zip file), when available, it is required to access this page using a personal computer (desktop/laptop). NOTE: For further information, please review SEARHC Health Records or call 907.463.6630.	

3

Confirm new request:

- **Confirm** the *last requested date and time* displays with the date/time of the new request and that the *file status* is pending.

NOTE: For further information, please review [SEARHC Health Records](#) or call 907.463.6630.

NOTE: Select **Medical Record Activity** or the *Report icon*  to view portal user activity for this page.



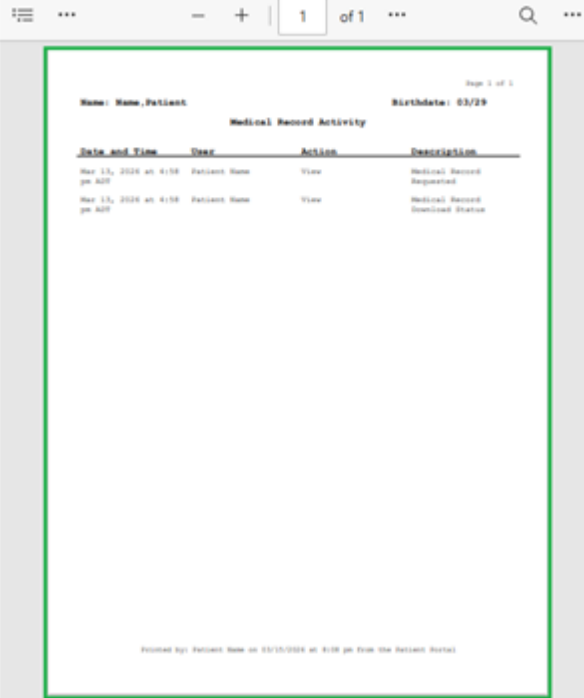
Download Medical Record ⓘ

No medical record file available to download.

Your request for this patient's health information is being processed. A Health Records Technician will contact you within 3 business days. Record delivery takes 5–30 days and will be sent via your preferred method. If requested to receive records through the portal, you will be sent an email when the file is ready and have 7 days to download it.

Last requested date and time:	March 13, 2026 4:58 PM
Last requested by:	Patient Name
File status:	Pending

Medical Record Activity  



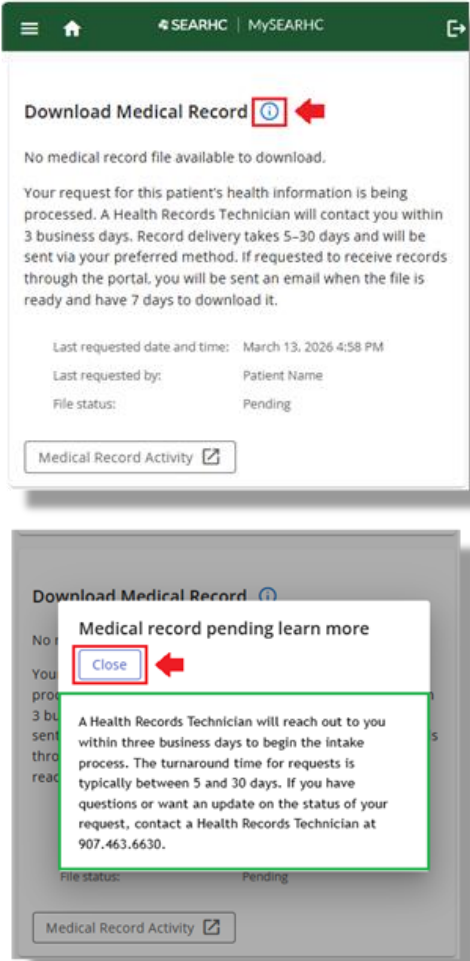
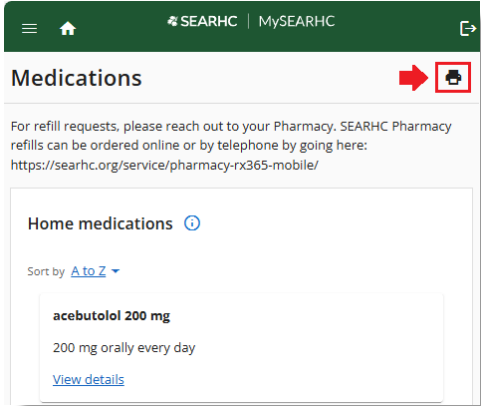
Page 1 of 1

Name: Name, Patient Birthdate: 03/29

Medical Record Activity

Date and Time	User	Action	Description
Mar 13, 2026 at 4:58 pm A20	Patient Name	View	Medical Record Requested
Mar 13, 2026 at 4:58 pm A20	Patient Name	View	Medical Record Download Status

Printed By: Patient Name on 03/15/2026 at 8:08 pm From the Patient Portal

4	Medical Record Pending Learn More For further instructions after submitting the medical record request, select the blue  icon. NOTE: Select Close and be returned to the Health Record page.	 The screenshot shows the 'Download Medical Record' page with a status of 'Pending'. A modal window titled 'Medical record pending learn more' is displayed, containing a 'Close' button and instructions about the 5-30 day turnaround time for health records.
5	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  The screenshot shows the 'Medications' page with a printer icon. It displays a list of 'Home medications' with details for 'acebutolol 200 mg' (200 mg orally every day) and a 'View details' link.
Looking for further help? Contact a Health Records Technician at 907.463.6630		