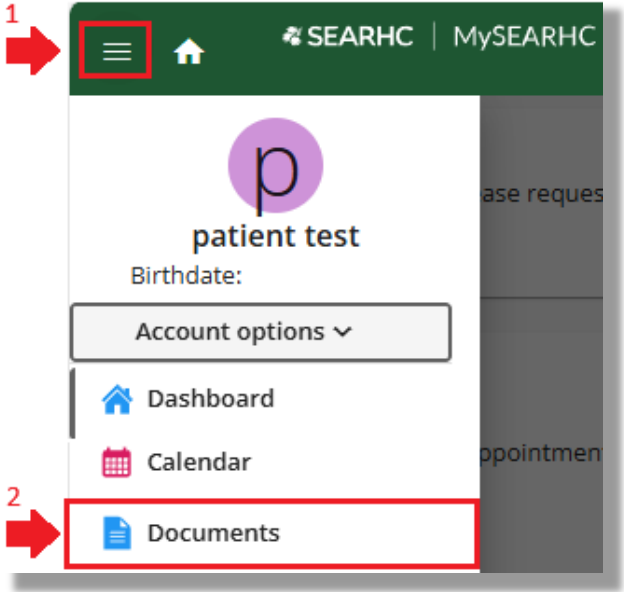
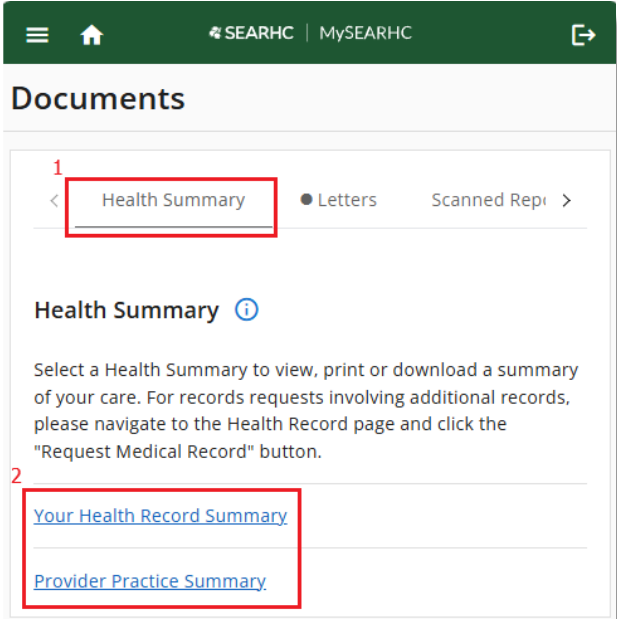


MySEARHC Quick Reference Guide

Viewing Documents

1	Accessing Documents - From the MySEARHC Dashboard, select the 3 line icon, located to the left of the Home icon - Select Documents NOTE: The documents page displays the health summary and scanned documents under the various labeled tabs, including, but not limited to: - Health Summary - Letters - Scanned Reports NOTE: Scanned document names and their display location are subject to change.	
2	Health Summary - To access an inpatient (Your Health Record Summary) or outpatient (Provider Practice Summary) health summary, select a health summary (CCD) link - To learn more please see MySEARHC Quick Reference Guide Viewing Health Summary CCD	

3

Viewing Letters

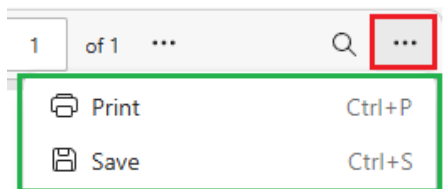
- Select the **Letters** tab
- Select a **document** to open and view

NOTE: A **circle dot** icon indicates unviewed new documents available.

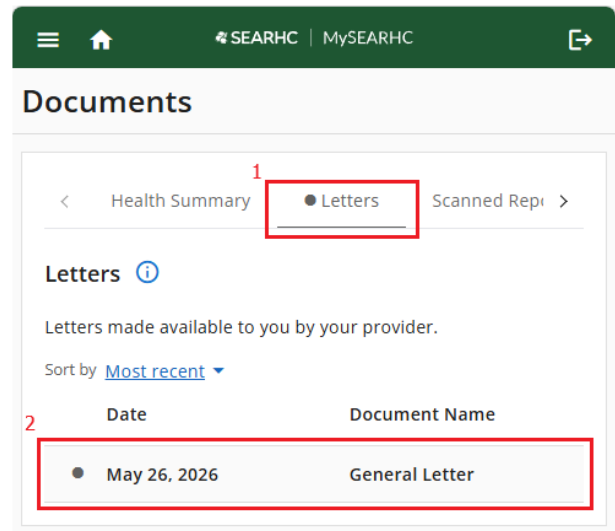
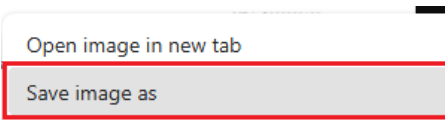
Viewing Documents (Letters and Scanned Documents)

- Documents open in a PDF viewer or image viewer depending on type of document

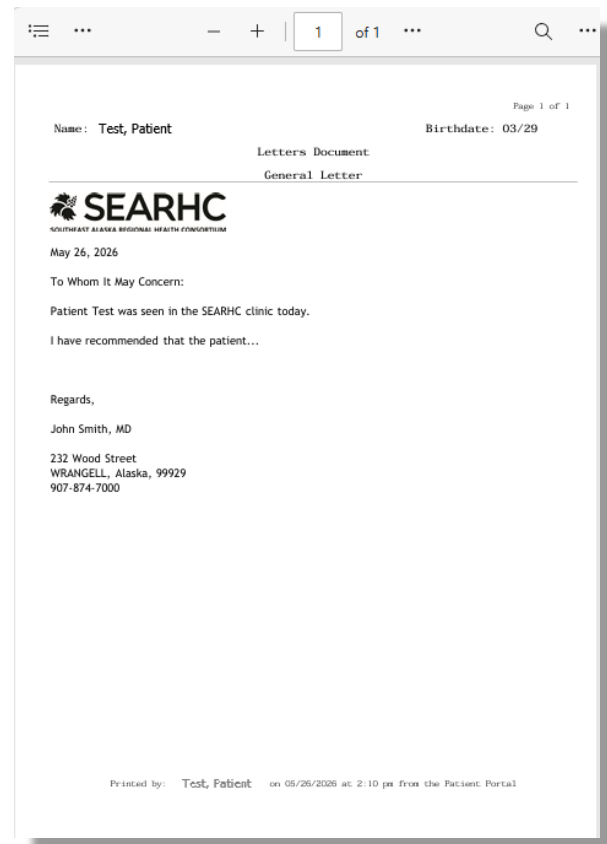
NOTE: In the PDF viewer, on a personal computer, select the **more options menu** to access print and save options.



NOTE: In the Image viewer, on a personal computer, **right-click on the image** to access the save option.



Example: PDF Viewer



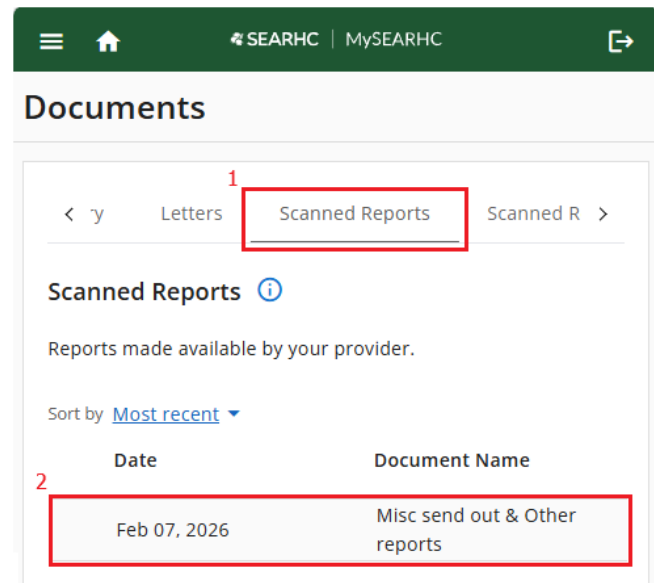
4

Viewing Scanned Reports

- Select the **Scanned Reports** tab
- Select a **document** to view

NOTE: The scanned reports tab may include the following documents, but not limited to:

- Consults
- CT Report
- EKG
- Misc send out & Other reports
- Xray Report



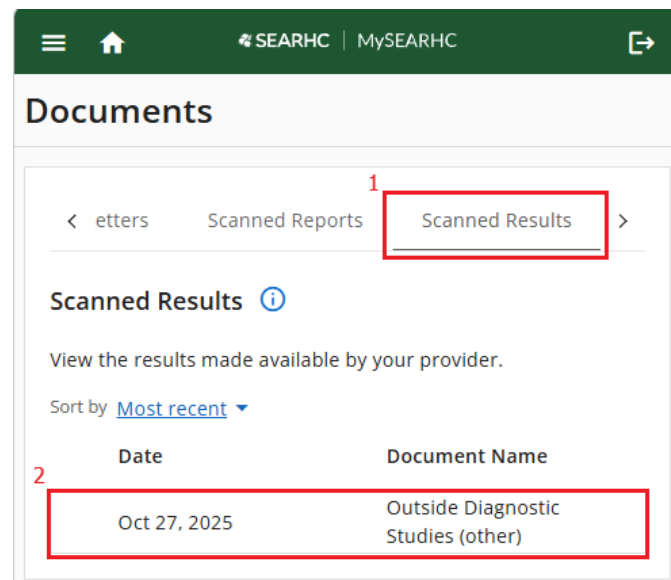
5

Viewing Scanned Results

- Select the **Scanned Results** tab
- Select a **document** to view

NOTE: The scanned results tab may include the following documents, but not limited to:

- Lab Results
- Outside Diagnostic Studies (other)
- Pathology



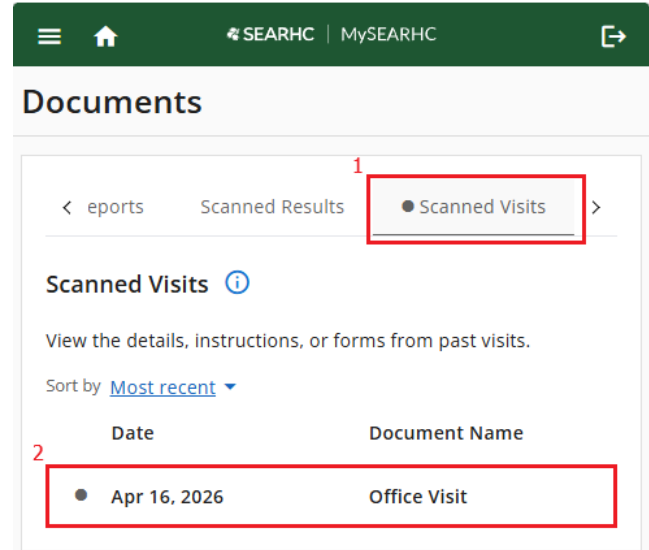
6

Viewing Scanned Visits

- Select the **Scanned Visits** tab
- Select a **document** to view

NOTE: The scanned visits tab may include the following documents, but not limited to:

- Education Visit
- Office Visit
- Progress Note



7

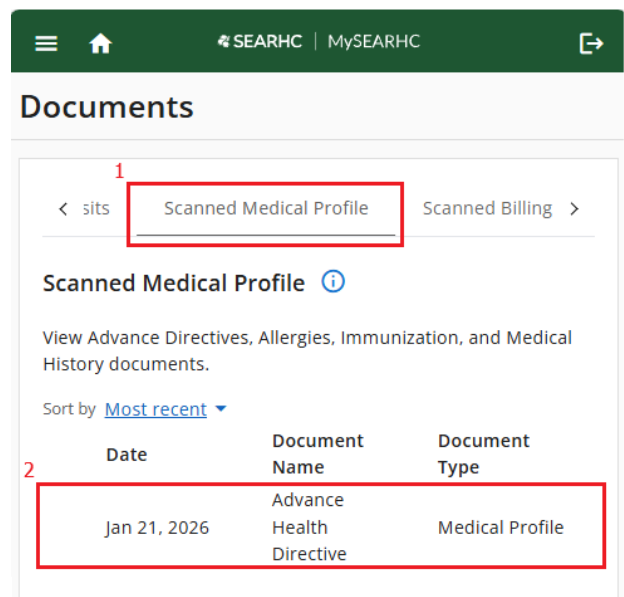
Viewing Scanned Medical Profile

- Select the **Scanned Medical Profile** tab
- Select a **document** to view

NOTE: The scanned medical profile tab may include the following documents, but not limited to:

- Advanced Health Directive
- Family History Form

NOTE: The scanned billing tab is currently not in use but subject to change.



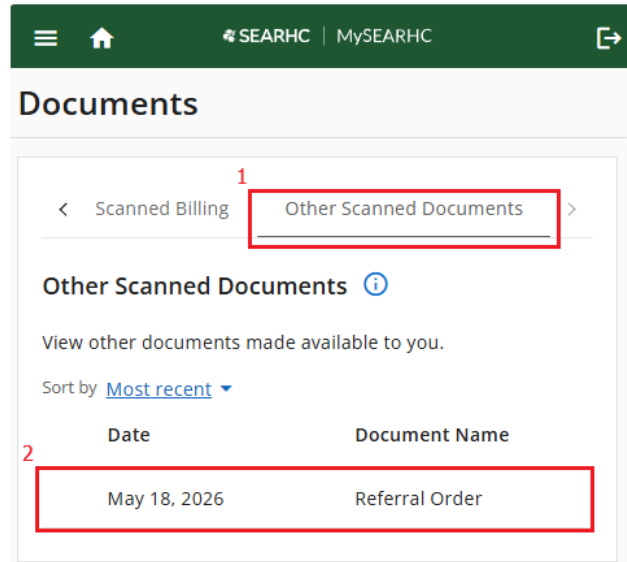
8

Viewing Other Scanned Documents

- Select the **Other Scanned Documents** tab
- Select a **document** to view

NOTE: The other scanned documents tab may include the following documents, but not limited to:

- Inpatient's Own Medication
- MRI Consent Form
- Referral Order



Looking for further help?

Contact the Patient Support Center at 907.463.0400