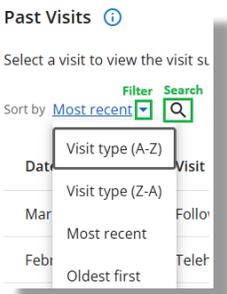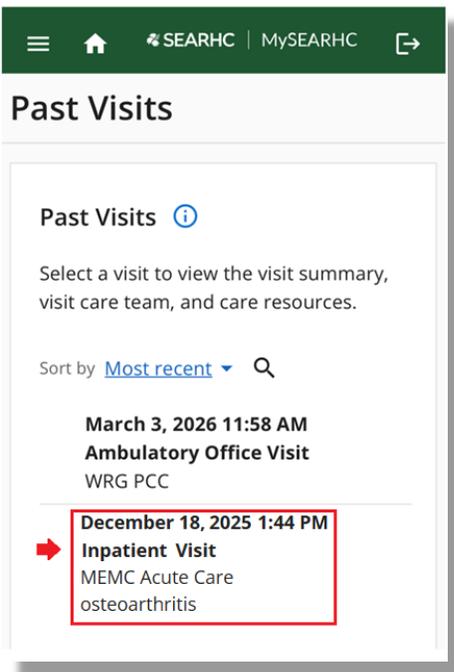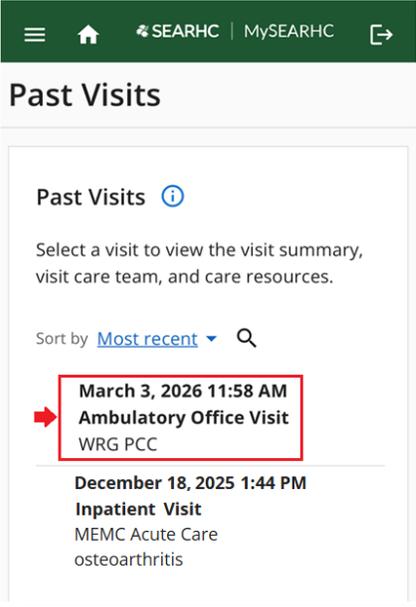# MySEARHC Quick Reference Guide

Viewing Discharge/Departure Packet

The discharge/departure packet can be accessed by selecting the visit on the past visits feature page.

1	Accessing the **Past Visits** page: • From the MySEARHC Dashboard, select the **3 line icon**, located to the left of the Home icon. • Select **Past Visits** NOTE: Depending on the type of visit, the past visits page may display multiple tabs for the selected past visit (e.g., Associated Visits, Visit Summary, Discharge Summary, Visit Care Team, and Care Resources).	
2	To access discharge packet information for inpatient visits: • Select an **inpatient visit** NOTE: Use the *Sort by* option or *Search* to customize how items display on the page.	
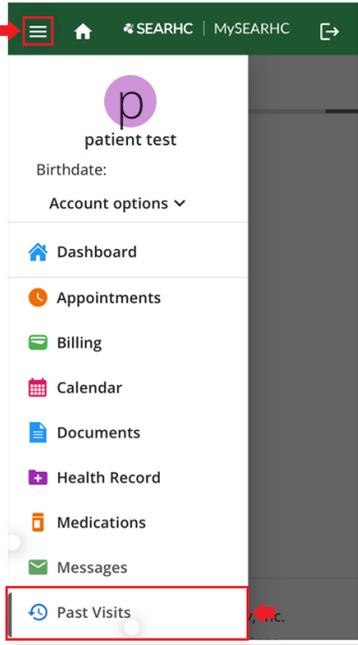
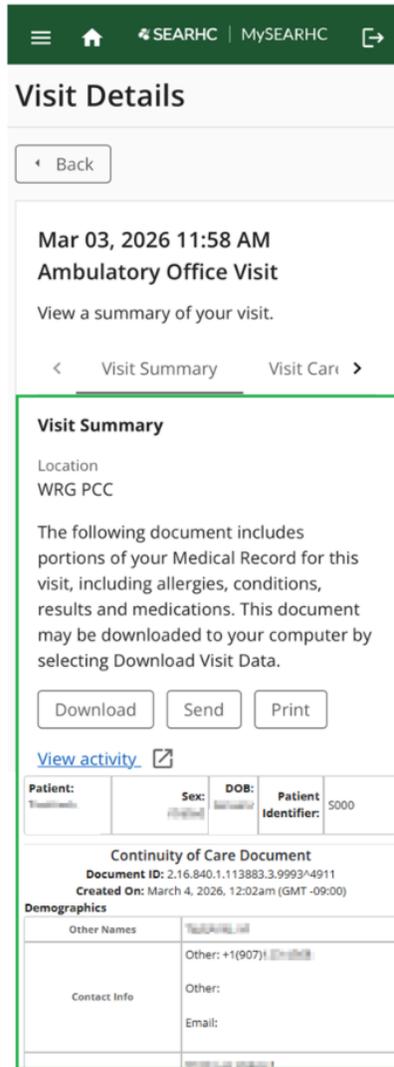|		
	To access departure packet information for office visits: • Select an **office visit**	
3	**Visit Summary tab:** **Inpatient Visits** For inpatient visits, this tab may display information such as the location and reason for visit.	
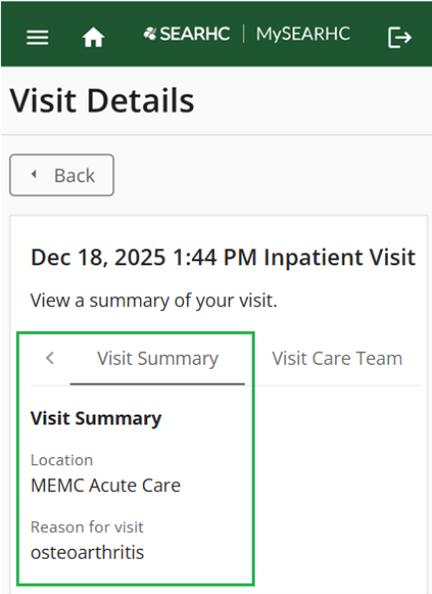
Visit Summary tab:

Office Visits

For office visits, this tab may display the visit continuity of care document (Visit CCD) or when available, the after visit summary.

- Visit CCD has options to download, send and print the document.
- For the after visit summary, select the **View visit data summary** hyperlink or view **Report icon** ⧉ to access.
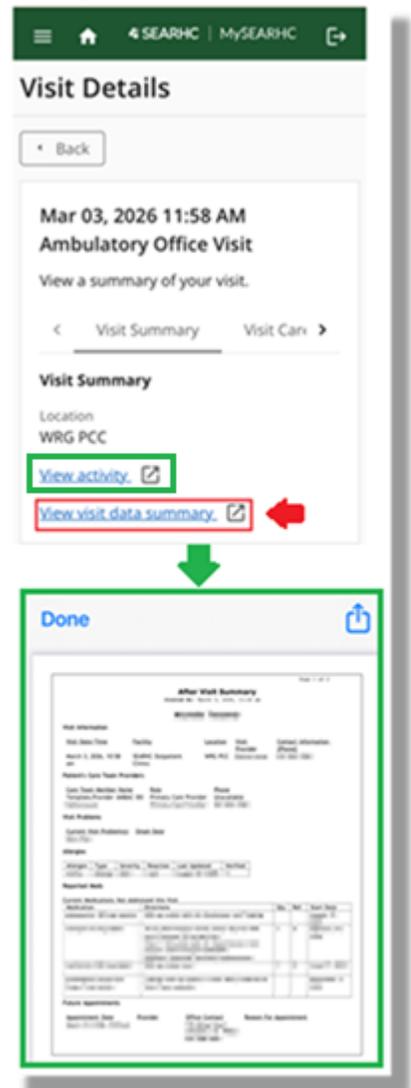
NOTE: To view visit data activity (e.g., when a portal user viewed the visit data summary), select **View activity**.

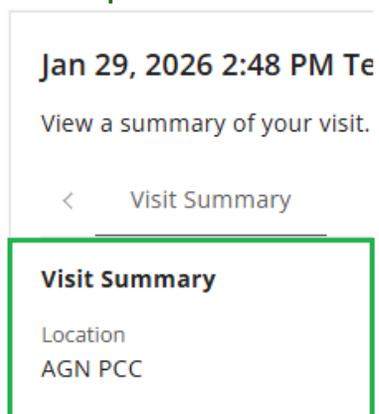NOTE: For telehealth visits, this tab may show the location.

Example: Visit CCD

≡ 🏠   SEARHC | MySEARHC   ⤷

Visit Details

‹ Back

Mar 03, 2026 11:58 AM
Ambulatory Office Visit

View a summary of your visit.

‹   Visit Summary   Visit Car ›

Visit Summary

Location
WRG PCC

The following document includes portions of your Medical Record for this visit, including allergies, conditions, results and medications. This document may be downloaded to your computer by selecting Download Visit Data.

[Download] [Send] [Print]

View activity ⧉

| Patient: | | Sex: | DOB: | Patient Identifier: | S000 |

Continuity of Care Document
Document ID: 2.16.840.1.113883.3.9993^4911
Created On: March 4, 2026, 12:02am (GMT -09:00)
Demographics

Other Names	
Contact Info	Other: +1(907) ...
	Other:
	Email:

Example: Telehealth Visit

Jan 29, 2026 2:48 PM Te

View a summary of your visit.

‹   Visit Summary

Visit Summary

Location
AGN PCC

Example: After Visit Summary

≡ 🏠   SEARHC | MySEARHC   ⤷

Visit Details

‹ Back

Mar 03, 2026 11:58 AM
Ambulatory Office Visit

View a summary of your visit.

‹   Visit Summary   Visit Car ›

Visit Summary

Location
WRG PCC

View activity ⧉

View visit data summary ⧉
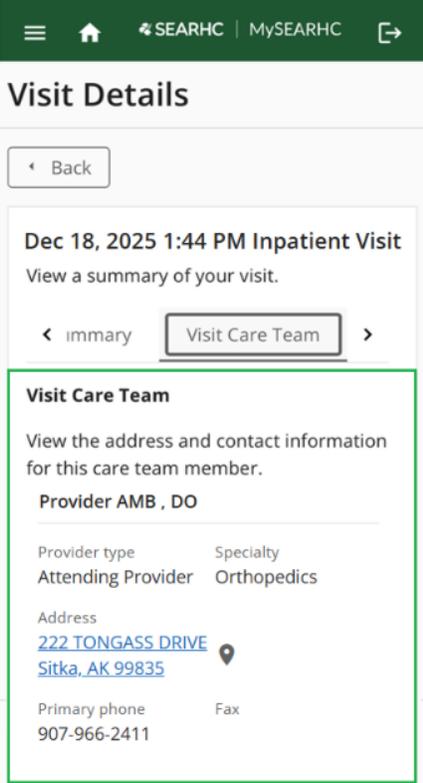
Done   ⬆

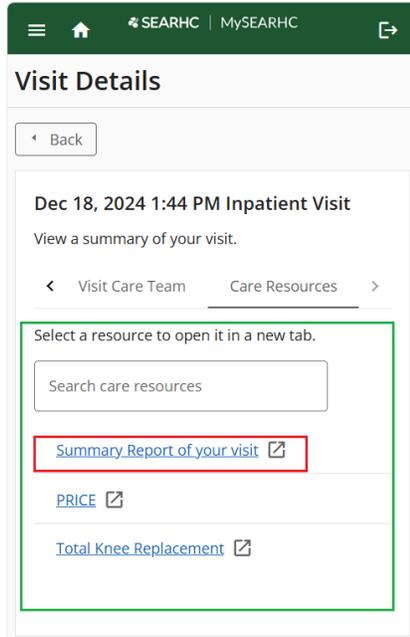| 4 | **Visit Care Team tab**

For both inpatient and office visits, this tab displays information such as provider name(s), provider type, specialty, address, primary phone and fax. | **Example: Inpatient Care Team**
 | **Example: Office Visit Care Team**
 |
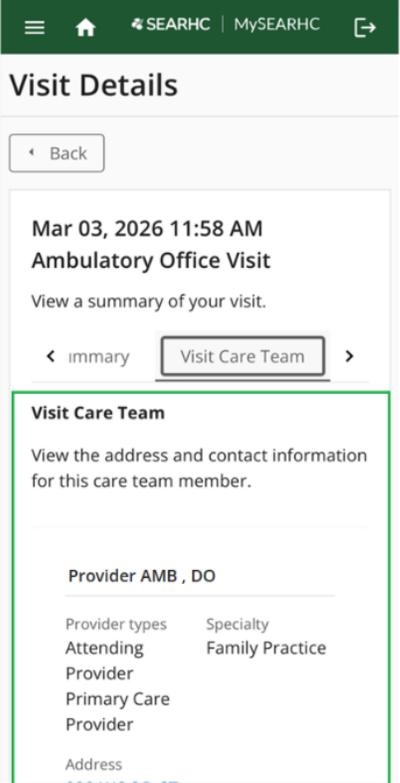
⑤

Care Resources tab:
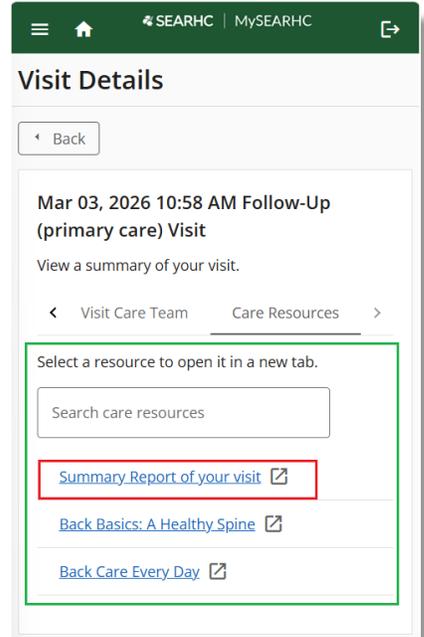
Summary Report

For both inpatient and office visits, this tab displays a summary report of your visit included in the discharge or departure packet.

- Select **Summary Report of your visit** to access the patient visit information and instructions
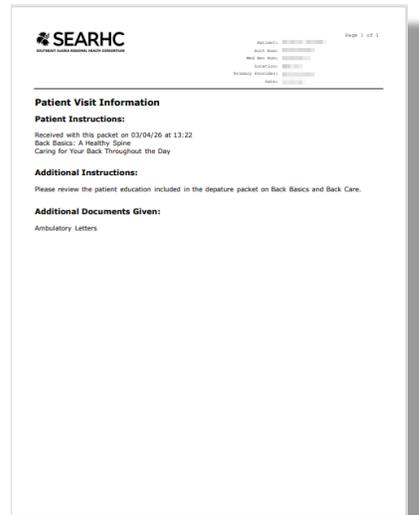
Example: Inpatient

Visit Details

‹ Back

Dec 18, 2024 1:44 PM Inpatient Visit
View a summary of your visit.

‹ Visit Care Team | Care Resources ›

Select a resource to open it in a new tab.

Search care resources

Summary Report of your visit 🗗

PRICE 🗗

Total Knee Replacement 🗗

Example: Office Visit

Visit Details

‹ Back

Mar 03, 2026 10:58 AM Follow-Up (primary care) Visit
View a summary of your visit.

‹ Visit Care Team | Care Resources ›

Select a resource to open it in a new tab.

Search care resources

Summary Report of your visit 🗗

Back Basics: A Healthy Spine 🗗

Back Care Every Day 🗗

Example: Inpatient Visit Information

Mt. Edgecumbe Medical Center

Patient Visit Information
Patient Instructions:
Received with this packet on
RICE
Total Knee Replacement

Follow-Ups:

1.

Prescriptions:

Additional Documents Given:
Discharge Report
Home Medications List

Example: Office Visit Information

SEARHC

Patient Visit Information
Patient Instructions:
Received with this packet on 03/04/26 at 13:22
Back Basics: A Healthy Spine
Caring for Your Back Throughout the Day

Additional Instructions:
Please review the patient education included in the departure packet on Back Basics and Back Care.

Additional Documents Given:
Ambulatory Letters

6

Care Resources (cont.):
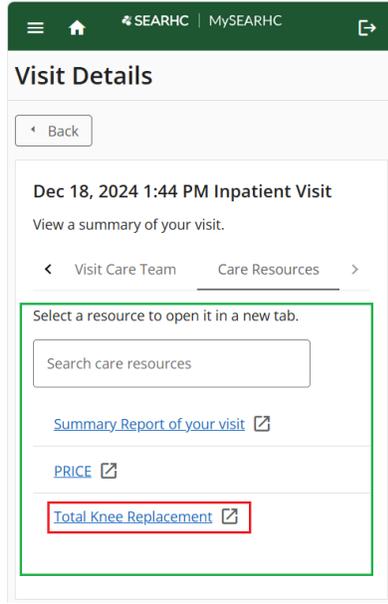
Patient Education/Forms

For both inpatient and office visits, this tab may also display patient education materials and forms included in the discharge or departure packet.

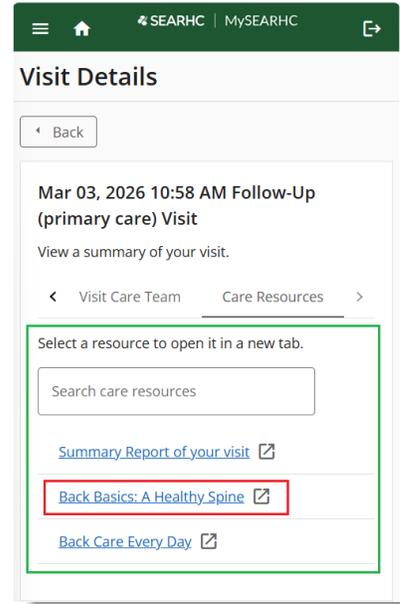- Select a **patient education document** to view education materials

NOTE: If the discharge or departure packet included a letter, then this will be accessed in the *Documents* feature page and selecting the *Letters* tab.
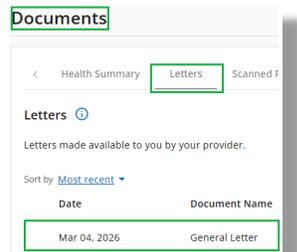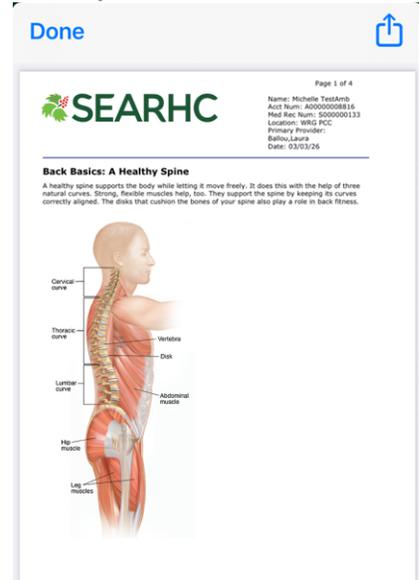
Example: Inpatient

Example: Office Visit

Example: Total Knee Education

Example: Back Basics Education

Looking for further help?
Contact the Patient Support Center at 907.463.0400