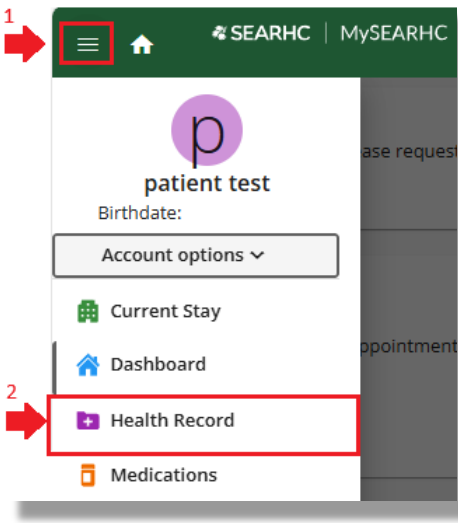
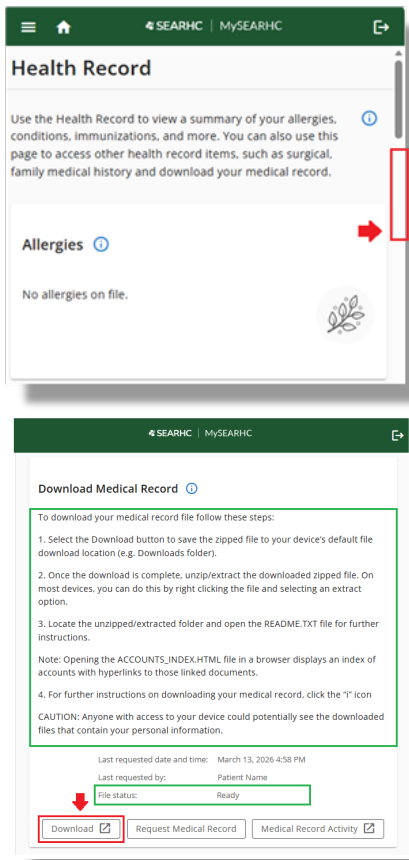
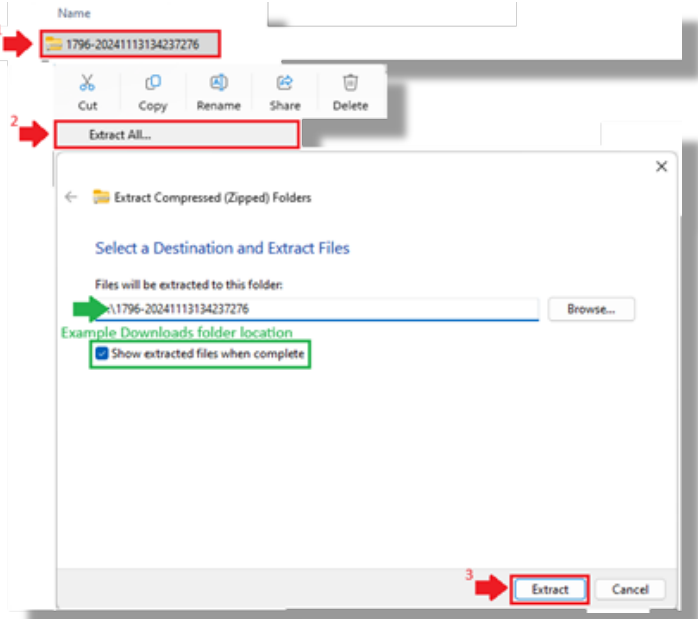
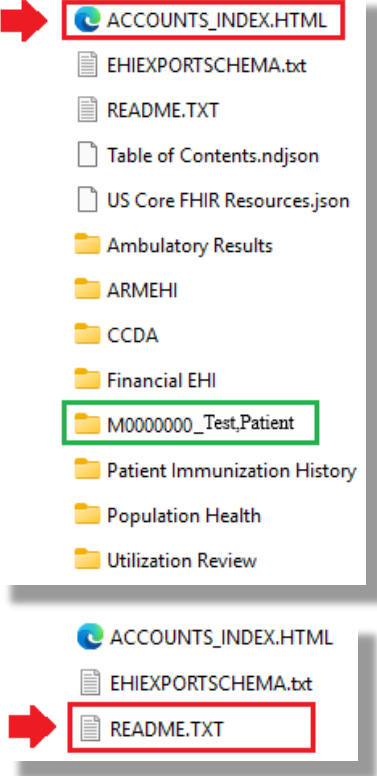



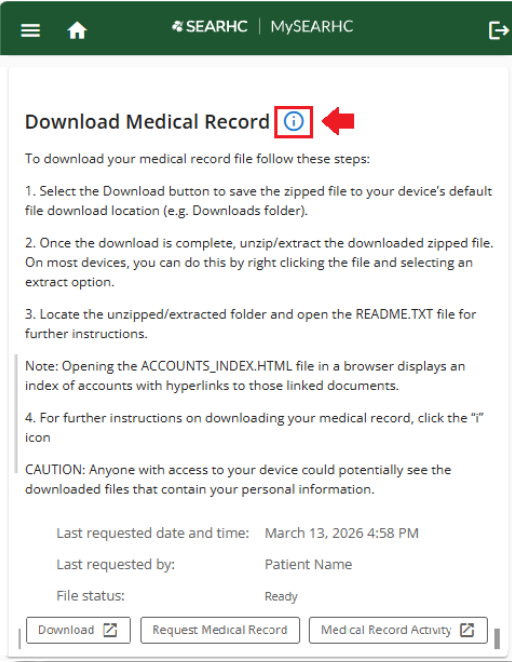
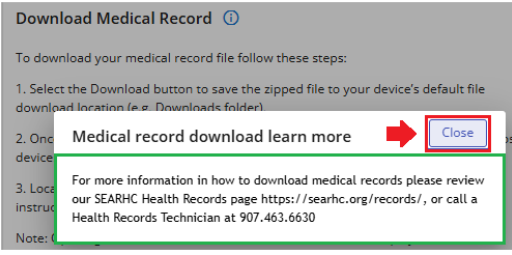
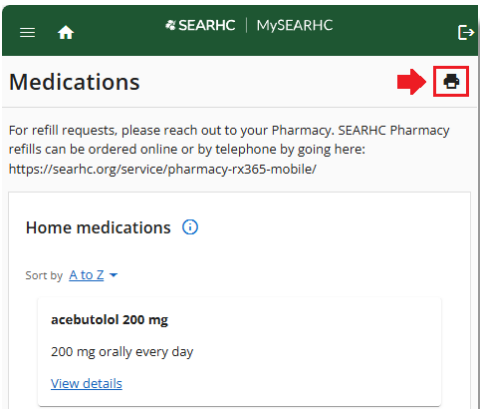
# MySEARHC Quick Reference Guide

## Download Medical Record (EHI Packet)

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

<p><b>1</b></p>	<p>Accessing the <b>Health Record</b> page:</p> <ul style="list-style-type: none"> <li>From the MySEARHC Dashboard, select the <b>3 line icon</b>, located to the left of the Home icon.</li> <li>Select <b>Health Record</b></li> </ul> <p>NOTE: To download the EHI Packet (zip file), it is required to access this page using a personal computer (desktop/laptop).</p>	
<p><b>2</b></p>	<p>Downloading <b>EHI Packet</b>:</p> <ul style="list-style-type: none"> <li><b>Scroll</b> to the Download Medical Record feature</li> <li><b>Review</b> the download instructions</li> <li><b>Confirm</b> file status is <i>Ready</i></li> <li>Select <b>Download</b></li> </ul> <p>NOTE: The EHI packet is available for download for up to 7 days from date/time it was ready.</p>	

<p><b>3</b></p> <p>Accessing the <b>EHI Packet</b> (Windows):</p> <ul style="list-style-type: none"> <li>• <b>Locate</b> the downloaded zip file</li> <li>• Right-select <b>zip file</b></li> <li>• Select <b>Extract All</b></li> <li>• Select <b>Extract</b></li> </ul> <p>NOTE: Selecting <i>Show extracted files when complete</i> can automatically open the extracted folder once the unzip/extract is completed.</p> <p>NOTE: Other operating systems may require different steps.</p>	
<p><b>4</b></p> <p>Viewing the <b>EHI Packet</b> (Windows):</p> <ul style="list-style-type: none"> <li>• Open the <b>ACCOUNTS_INDEX</b> file in a browser session.</li> </ul> <p>NOTE: The accounts index file offers browser navigation to some folders.</p> <p>NOTE: Open the README.TXT file to view the EHI Packet Table of Contents for a more comprehensive list of folders/files.</p>	

<p><b>5</b></p> <p>Download Medical Record Learn More</p> <ul style="list-style-type: none"> <li>For further instructions after downloading the EHI Packet, select the blue  icon.</li> </ul> <p>NOTE: Select <b>Close</b> and be returned to the Health Record page.</p>	 
<p><b>6</b></p> <p>Printing records on MySEARHC:</p> <ul style="list-style-type: none"> <li>Patients can print records that feature a printer icon next to documentation (e.g., medications page).</li> </ul> <p>For printing results and reports, see <a href="#">Viewing Results and Reports</a>.</p>	<p><b>Example: Printing Home Medications</b></p> 

**Looking for further help?**

Contact a Health Records Technician at 907.463.6630