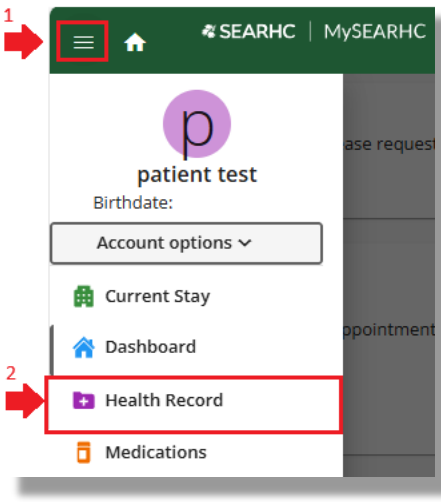
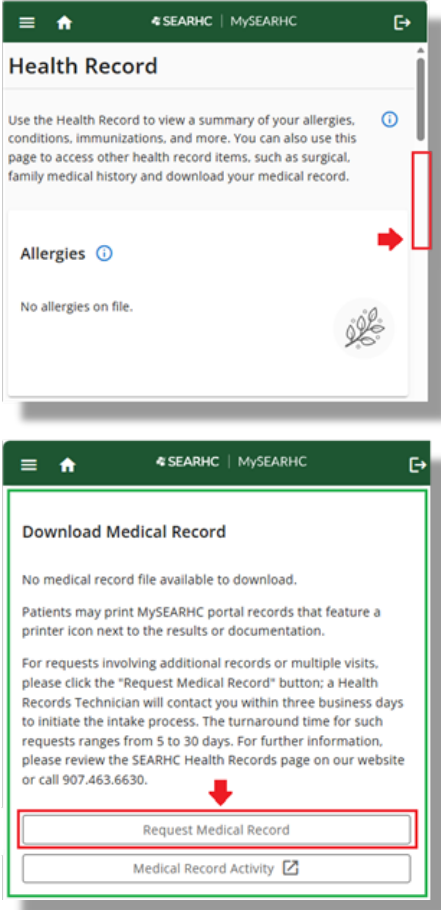


MySEARHC Quick Reference Guide

Request Medical Record (EHI Packet or preferred method)

Access the Request Medical Record feature from the *Health Record* page.


<p>1</p>	<p>Accessing the Health Record page:</p> <ul style="list-style-type: none"> From the MySEARHC Dashboard, select the 3 line icon, located to the left of the Home icon. Select Health Record 	
<p>2</p>	<p>Request Medical Record:</p> <ul style="list-style-type: none"> Scroll to the Download Medical Record feature Select Request Medical Record <p>NOTE: A Health Records Technician will contact you and review delivery options (e.g., EHI Packet or preferred method).</p> <p>NOTE: To download the EHI Packet (zip file), when available, it is required to access this page using a personal computer (desktop/laptop).</p> <p>NOTE: For further information, please review SEARHC Health Records or call 907.463.6630.</p>	

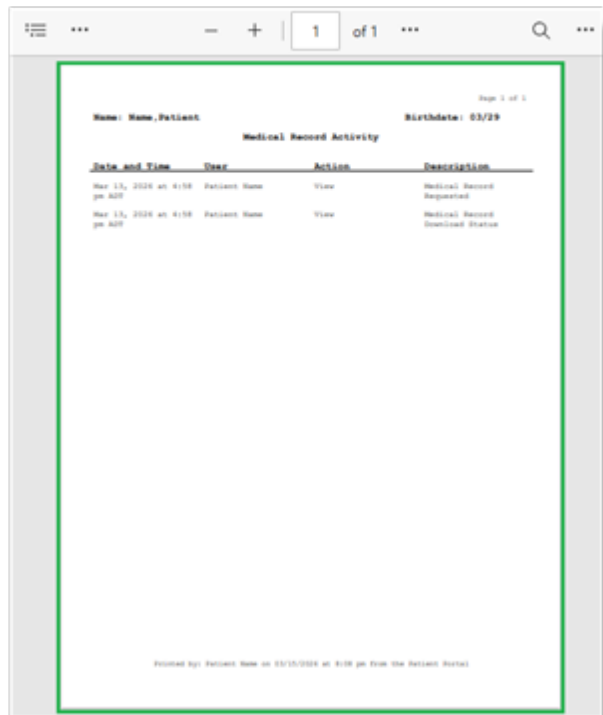
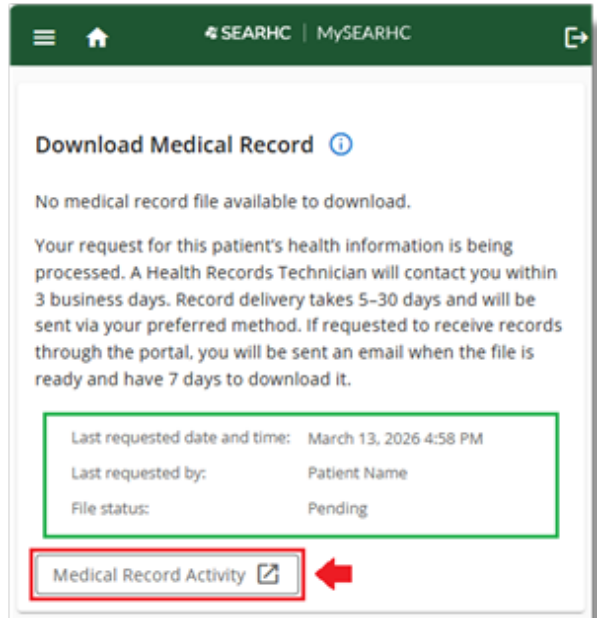
3


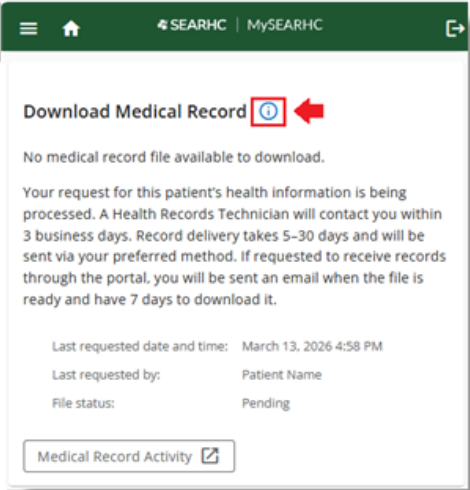
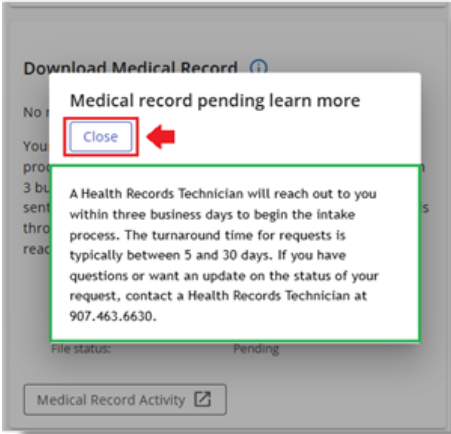
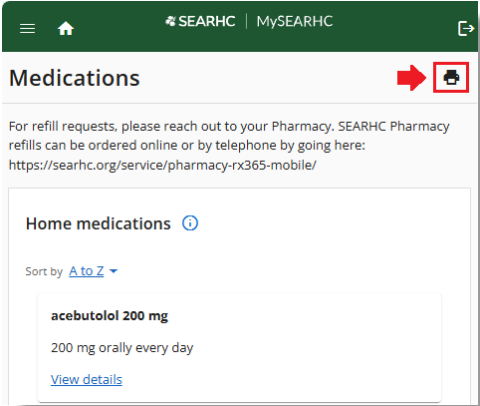
Confirm new request:

- **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.



<p>4</p>	<p>Medical Record Pending Learn More</p> <ul style="list-style-type: none"> For further instructions after submitting the medical record request, select the blue  icon. <p>NOTE: Select Close and be returned to the Health Record page.</p>	 
<p>5</p>	<p>Printing records on MySEARHC:</p> <ul style="list-style-type: none"> 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. 	<p>Example: Printing Home Medications</p> 

Looking for further help?

Contact a Health Records Technician at 907.463.6630