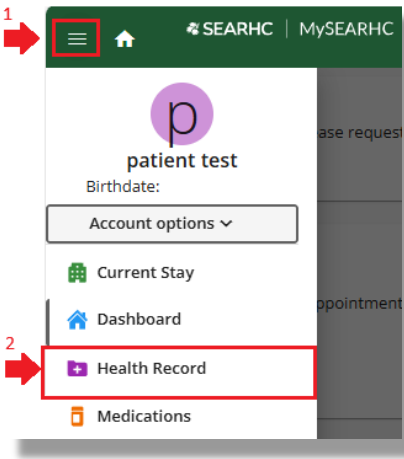
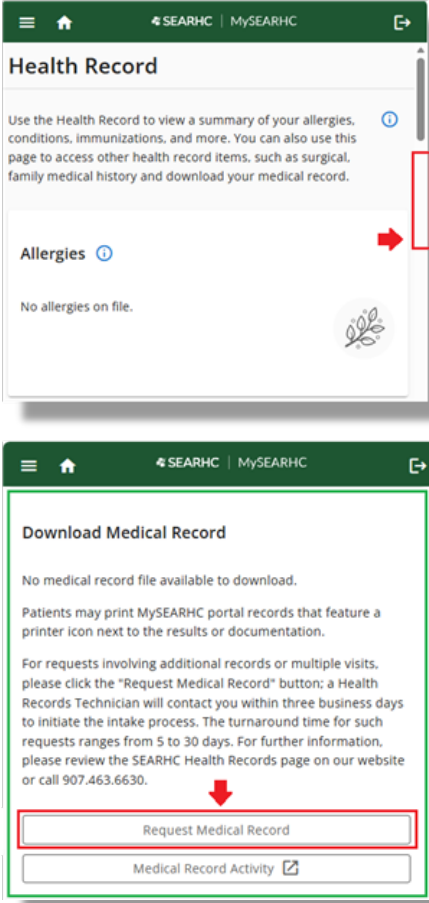


MySEARHC Quick Reference Guide

Request Medical Record


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

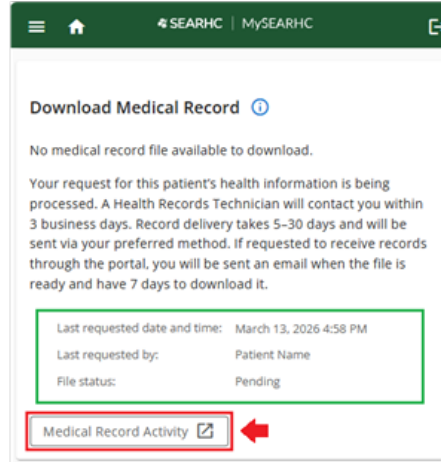
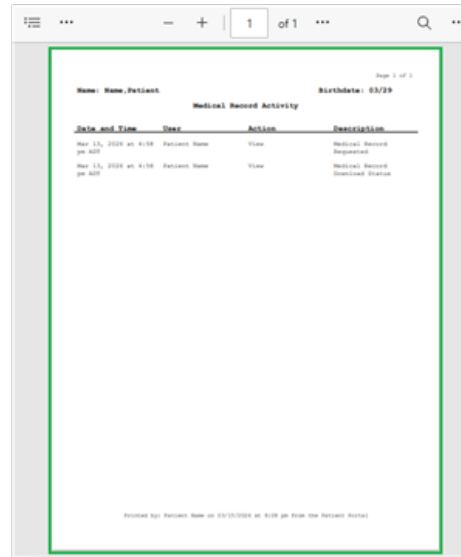
<p>1</p>	<p>Accessing the Health Record page:</p> <ul style="list-style-type: none"> From the MySEARHC Dashboard, select the 3 line icon, located to the left of the Home icon. Select Health Record 	
<p>2</p>	<p>To create a new request:</p> <ul style="list-style-type: none"> Scroll to the Download Medical Record feature Select Request Medical Record <p>NOTE: To download this file when ready, accessing this page using a desktop computer is required.</p> <p>NOTE: For further information, please review SEARHC Health Records or call 907.463.6630.</p>	

3


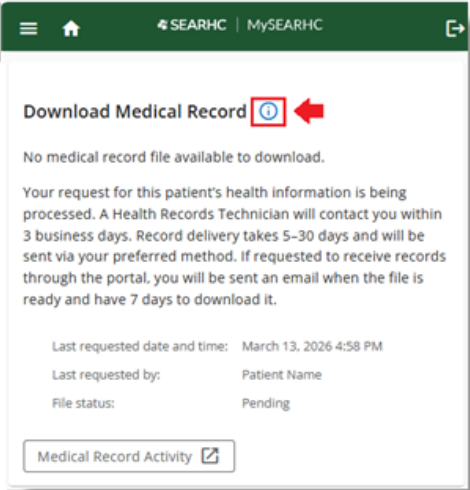
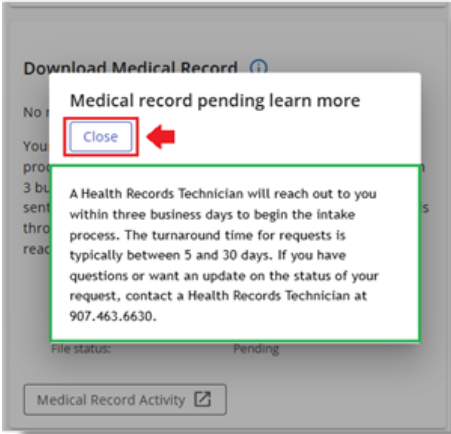
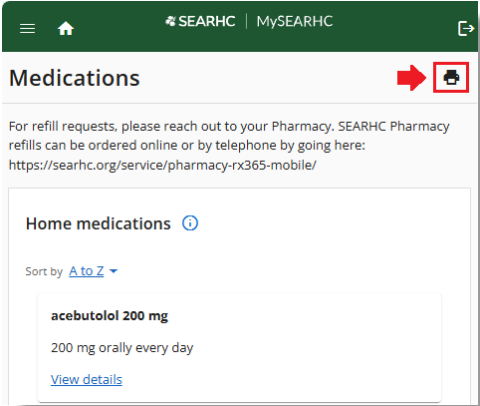
Confirm the medical record request has been submitted by viewing:

- Last requested date and time
- Last requested by
- File status

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

Name: Name, Patient		Birthdate: 03/29	
Medical Record Activity			
Date and Time	User	Action	Description
Mar 13, 2026 at 4:58 pm APT	Patient Name	View	Medical Record Requested
Mar 13, 2026 at 4:58 pm APT	Patient Name	View	Medical Record Download Status

<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