

DOWNLOADING RECORDS IN MYCHART

Visit the **My Documents** activity in your MyChart account to download your requested records from our legacy electronic record. This option is available to patients with a MyChart account until December 31, 2023.

Step 1: Log in to MyChart

- If you have difficulty logging in, please contact our MyChart Help Desk at **1-844-686-3503**.

Step 2: Select the Menu icon, scroll down and select **Document Center**



Step 3: Select **Visit Records**

- If you have previously requested records, they may be available under the Requested Records option.

Step 4: Select option for Single Visit, Date range, or All visits

Step 5: Click the **Download** button

Step 6: Select the package and click the **Request** button

- If choosing the option for Password Protection, you will need an application such as 7-Zip on your device to open the protected file.

Step 7: When package is available, click **Download** button

Step 8: Open the downloaded file on your device

- The Zip file will contain a PDF document of the requested record(s).
- You will need an application such as 7-Zip on your device to unzip and open the file.