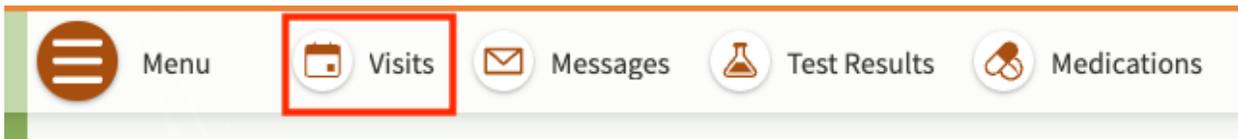


How to Share MyChart Records

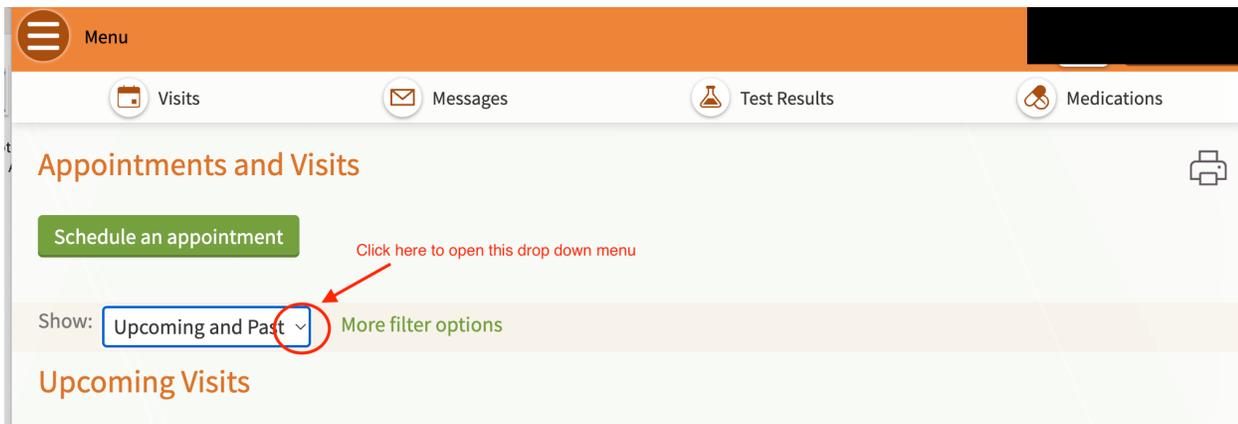
If you have access to MyChart and would like to share records, please complete the following steps to obtain PDF files that you can upload to the FORM portal. **It is best to do this from a computer rather than a mobile device.** Our providers typically request the most recent primary care appointment **Visit Note** and any recent **Test Results** (within the last 6-12 months).

Sharing a Visit Note:

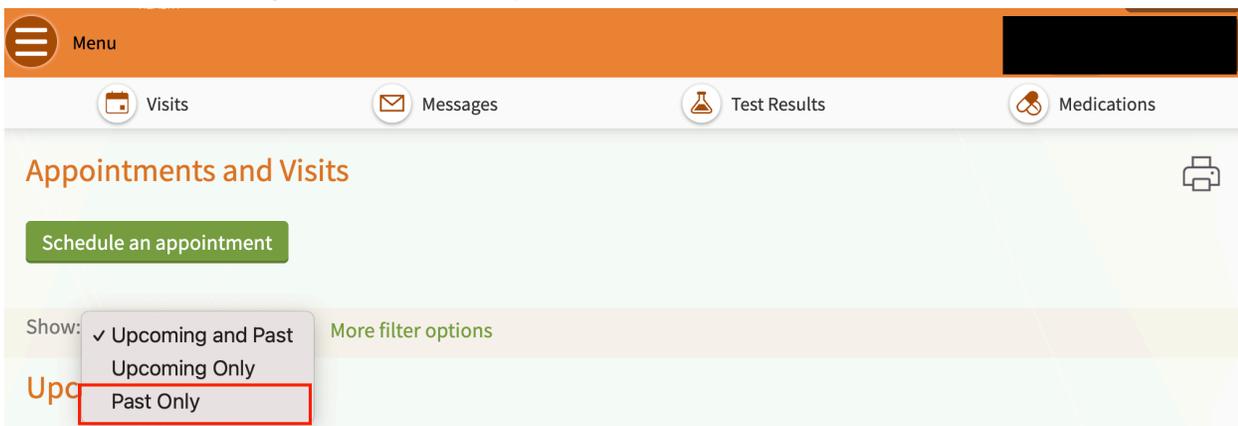
1. After signing into your MyChart, find and click the “Visits” button:



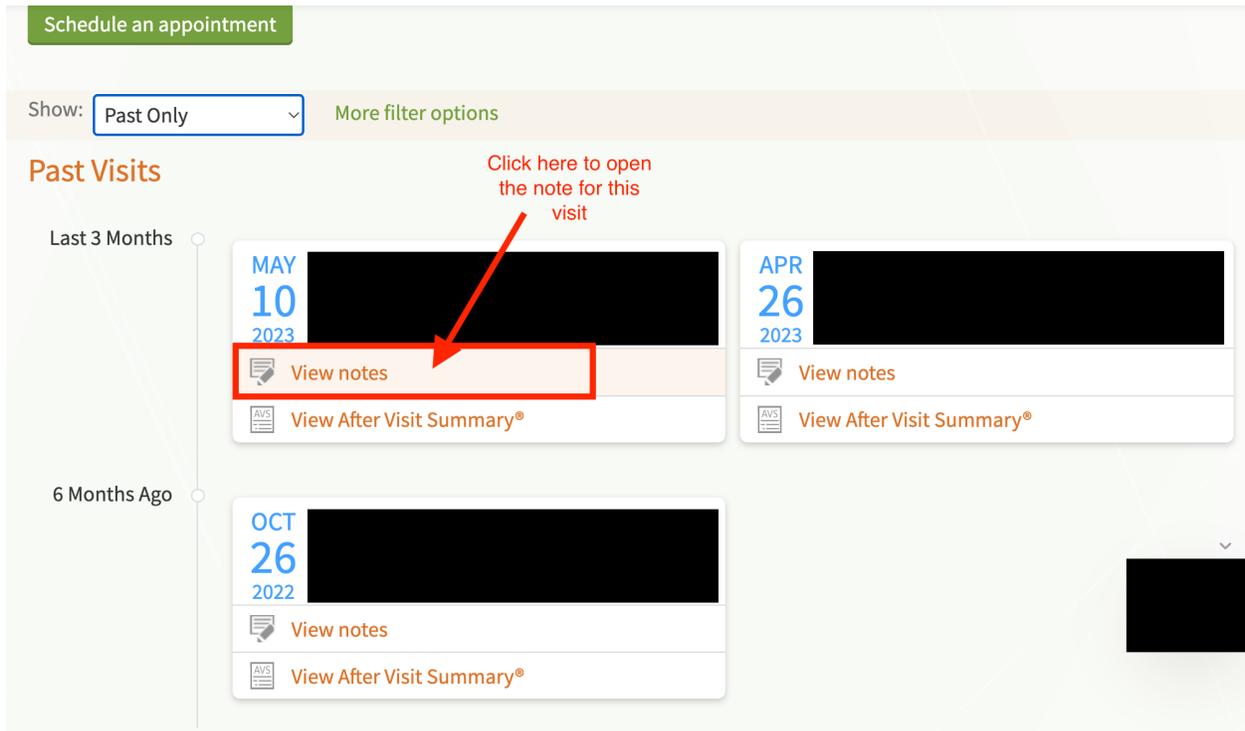
2. On the next screen, find the “Show” drop-down menu and click the arrow to open it.



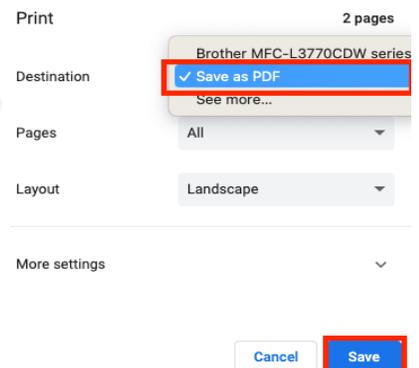
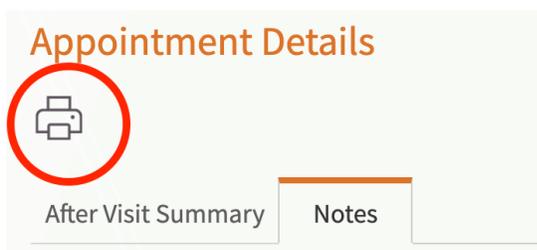
3. Select “Past Only” from the drop down



4. This will open a page with all your past visits. Select the visit record that you'd like to share and click "View notes."



5. This will take you to a new page with your Visit Note. Locate the printer icon and click it. Alternatively, you can click the "File" drop down menu on your internet browser and select "Print."



6. The Visit Note will open in a new window and the Print screen will appear. Locate the "Destination" drop down menu and select "Save to PDF" and then click "Save" at the bottom.

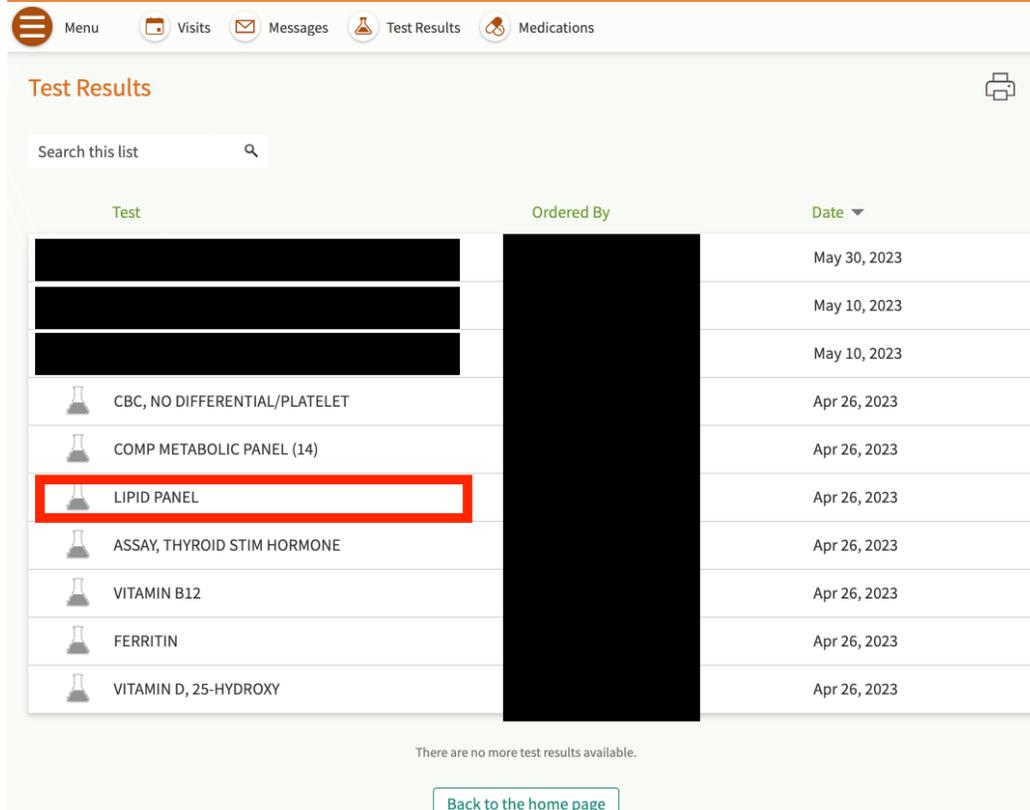
7. Next, go to the FORM portal at <https://my.formhealth.io/upload> to upload the saved document.

Sharing Test Results:

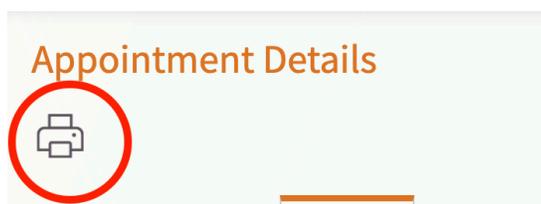
1. After signing into your MyChart, find and click the “Test Results” button:



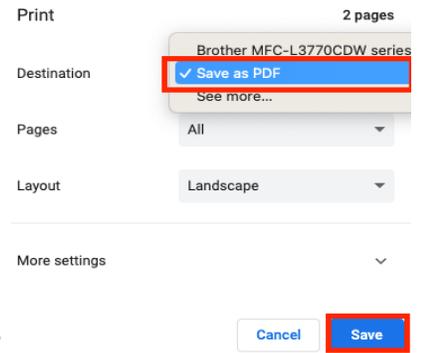
2. Click the test name on the left side to view the result report. If you have questions about what tests should be uploaded, please message your care team.



3. This should take you to a new page with your Test Result. Locate the printer icon and click it. Alternatively, you can click the “File” drop down menu on your internet browser and select “Print.”



4. The Test Result will open in a new window and the Print screen will appear. Locate the “Destination” drop down menu and select “Save to PDF” and then click “Save” at the bottom.



5. Next, go to the FORM portal at <https://my.formhealth.io/upload> to upload the saved document.