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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.

Menu			
Visits	Messages	Lest Results	Medications
⁵ Appointments and	d Visits		Ē
Schedule an appointmen	t Click here to open this drop down m	ienu	
Show: Upcoming and Pas	More filter options		
Upcoming Visits			

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."

Schedule an appoint	ment	
Show: Past Only	 More filter options 	
Past Visits	Click here to open the note for this visit	
Last 3 Months 🛛	MAY 10 2023	APR 26 2023
	View After Visit Summary®	View After Visit Summary®
6 Months Ago 🔿	OCT 26 2022	~
	View notes View After Visit Summary®	

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."

	Appointment Details			
		Print		2 pages
	After Visit Summary Notes	Destination	Brother MFC-L377	70CDW series
		Pages	All	Ŧ
6.	The Visit Note will open in a new window and the	Layout	Landscape	Ŧ
	Print screen will appear. Locate the "Destination" drop down menu and select "Save to PDF" and	More settings		~
	then click "Save" at the bottom.		Cancel	Save

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

est Results		Ę
Search this list Q		
Test	Ordered By	Date 🔻
		May 30, 2023
		May 10, 2023
		May 10, 2023
CBC, NO DIFFERENTIAL/PLATELET		Apr 26, 2023
COMP METABOLIC PANEL (14)		Apr 26, 2023
LIPID PANEL		Apr 26, 2023
ASSAY, THYROID STIM HORMONE		Apr 26, 2023
VITAMIN B12		Apr 26, 2023
FERRITIN		Apr 26, 2023
VITAMIN D, 25-HYDROXY		Apr 26, 2023
	There are no more test results available.	

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."



		Print		2 pages
4.	The Test Result will open in a new window and the	Destination	Brother MFC-L377	70CDW series
	Print screen will appear. Locate the "Destination"	Pages	All	•
	drop down menu and select "Save to PDF" and then click "Save" at the bottom.	Layout	Landscape	•
		More settings		~
5.	Next, go to the FORM portal at <u>https://my.formhealth.io/upload</u> to upload the saved document.		Cancel	Save