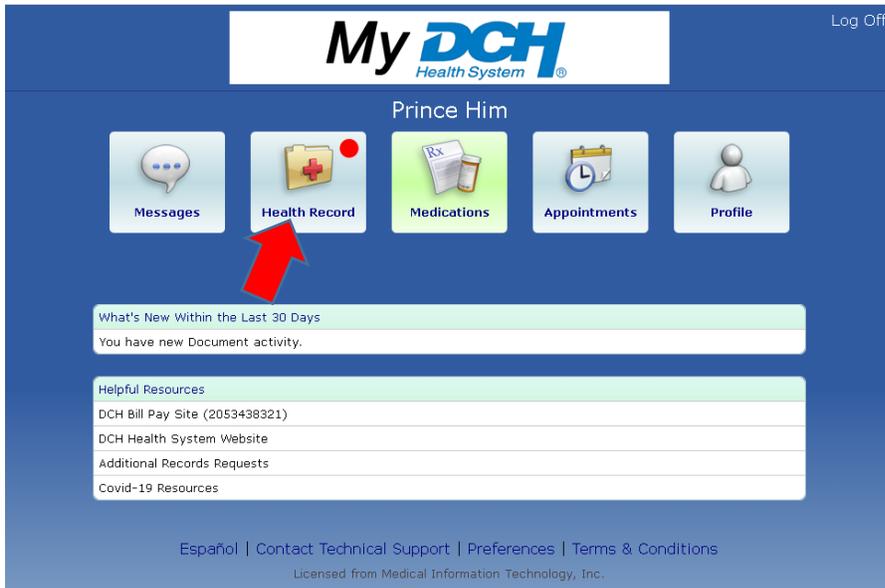


MyDCH Patient Portal: How to Download Medical Record

Home Screen>Health Record

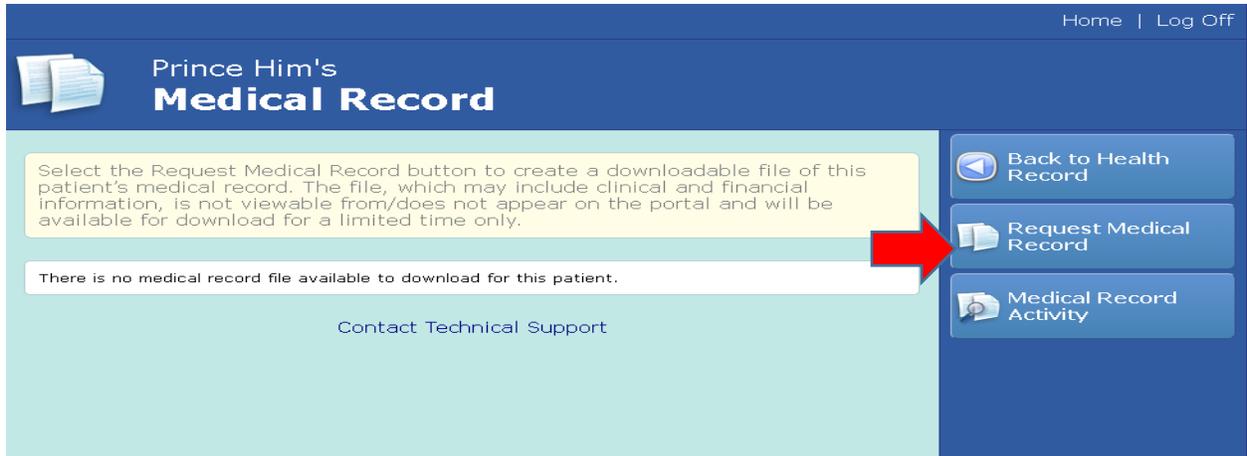


Home Screen>Health Record>Download Medical Record



When a patient accesses the **Health Record** (see top screen shot above), the new **Download Medical Record** button appears as the last button on the right side of the page (see second screen shot just above).

Home Screen>Health Record>Download Medical Record>Request Medical Record



Select the **Request Medical Record** button to create a downloadable file.



The screen will refresh and provide the last requested date and time; the name of the person who requested the medical record; and the file status as "Pending."

Note: The Request Medical Record button is also removed from the list at right while the file is being created.

The patient will receive an email notification once the file becomes available. See example below.



Dear Prince Charming II HIM,

You have new data available from the MyDCH Patient Portal. Please use the link included at the bottom of this email to login and view your new data.

You have new items. Click on the link(s) below to view.

- [Medical Record Download](#)

You can log on to the Home page of your portal by accessing the link below:

[Click here to sign in.](#)

*Once the file is ready, the patient will click on the **Download** button to download the file. It will download as a zip file onto the patient's device.*



*The patient will then right-click and select **Extract All** on the file in their **Downloads**.*