



Accessing Medical Records

The Patient Portal allows you to access your medical records, including completed visit documentation from your doctor or other qualified healthcare provider. The following instructions will guide you through how to locate these records within the portal.

1. Once logged in to the portal, select **Appointments** from the main navigation bar.
2. Select Past Appointments.

3. From the *Visit Date* column, select the blue hyperlink for the visit documentation you would like to view.

Note: If the visit link is in plain black font, this means the visit is not ready to be viewed. Check back later, or contact our office.

4. Your internet browser's PDF viewer should open the document for you to view. You should also have options to download or print the document.

5. To review test results, click the "Tests and Results" and follow the main menu across the top.

This screenshot shows the top navigation bar of the Patient Portal. It includes tabs for "OFFICE NAME", "My Health", "Appointments" (which is highlighted with an orange box), "Messages", and "Tests and Results". Below the navigation bar, patient information for "Doe, John" is displayed, including DOB, Birth Sex, MRN, PMS ID, Alerts, and Allergies. A "Video Visits" section is also visible.This screenshot shows the "Appointments" page. The "Appointments" tab is highlighted. Below the patient information, there are sections for "Video Visits", "Upcoming Appointments", and "Past Appointments". The "Past Appointments" section is highlighted with an orange box. A message states: "You currently have no active visits".This screenshot shows the "Past Appointments" page. The "Past Appointments" tab is highlighted. It displays a table of past appointments. The first appointment is highlighted with an orange box: "Monday, Aug 22, 2022 11:11am EDT". The table also shows the Primary Provider & Primary Biller as "Doe, Jane" and the condition as "Headache (R51.9)".This screenshot shows the "Visit Note" page for the appointment on August 22, 2022. The page displays a detailed medical record, including the Chief Complaint (headache), History of Present Illness (HPI), Exam, and Impression/Plan. The "Visit Note" tab is highlighted. The page is viewed in a PDF viewer, with a "Go Back to Visits" button at the top left and a "Print" button at the top right.