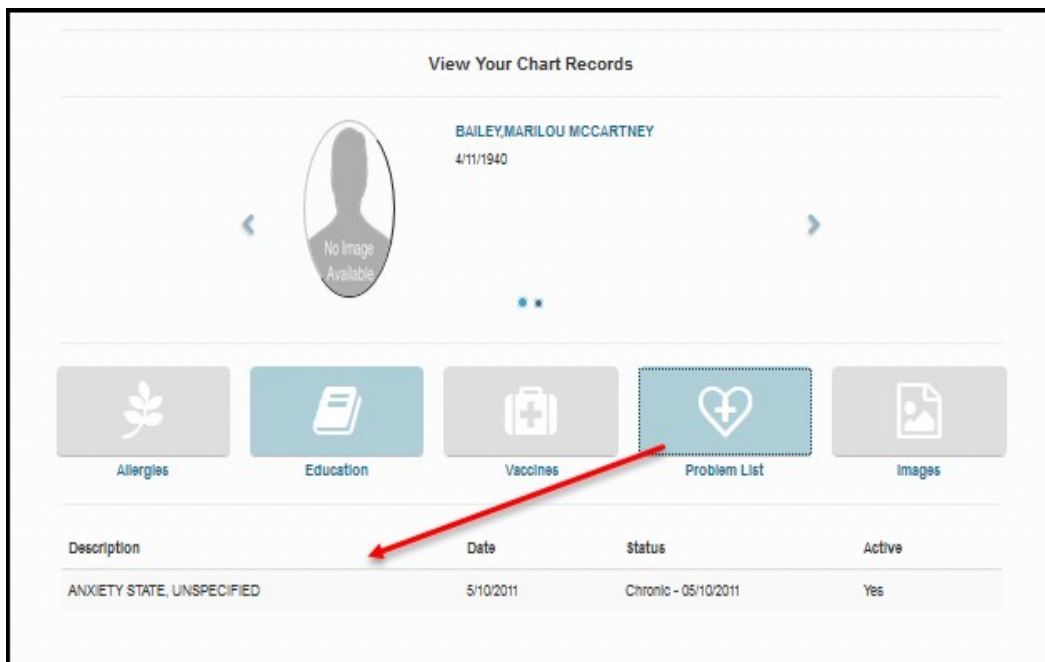


View Records in Portal

You can view health records of patients tied to your Patient Portal account on the **Chart Summary** screen.

Click the **Records** icon. 



Description	Date	Status	Active
ANXIETY STATE, UNSPECIFIED	5/10/2011	Chronic - 05/10/2011	Yes

View, Download, and Send Medical Records

You can use the **Chart Summary** screen in the Patient Portal to view, download, and send medical history for yourself and patients tied to your account.

Notes:

- Medical history can be downloaded in PDF or XML formats.
- You can send medical history through a secure email to a doctor or member of the clinical staff, or send medical history unsecurely to a third-party.

Send medical records by going to **Records | Chart Summary**.

Send Secure Message

To send patient records securely:

1. Select which patient records you want to send.
2. Choose a **Start Date** and **End Date**.
3. Select **Doctor/Clinical Staff (Send securely)**.
4. Click **Next**.
5. Search for the provider you want to send the records. Click **Transmit**.
6. Confirm that you are sending records to the correct provider and click **Transmit**.

Send Unsecure Message

To send patient records via unsecured email:

Important Note: *If you choose to send to an **Other-Email**, you might be sharing sensitive medical information with a third party.*

1. Select which patient records you want to send.
2. Choose a **Start Date** and **End Date**.
3. Select **Other-Email** and enter the email address.
4. Click **Next**.
5. Acknowledge sending an unencrypted email.
6. Click **Send Now**.

Go to **Records** | **Track Transmit Status** to view health record transmission statuses.

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