

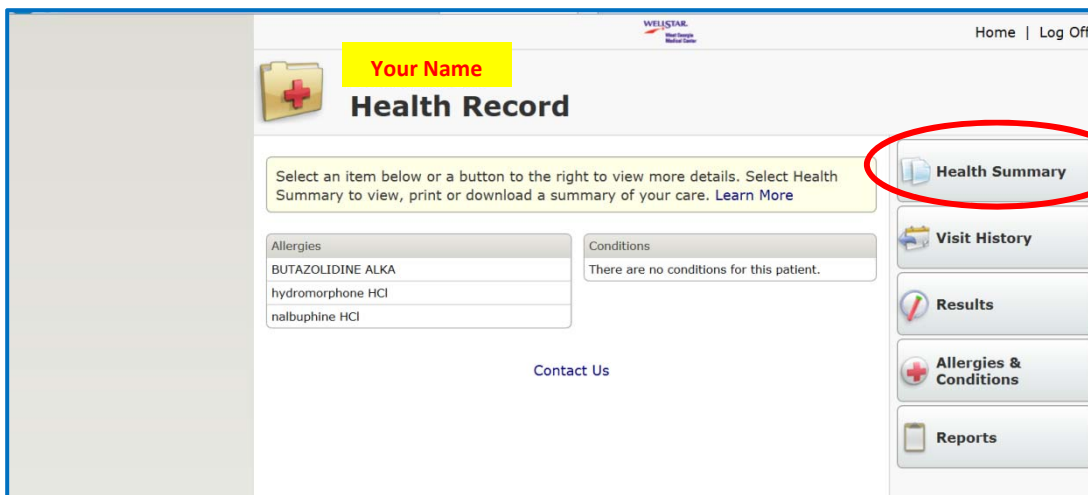
WellStar West Georgia – MyPortal

Step-by-Step Guide: How to Download Your Health Record

1. Log into MyPortal and click the Health Record icon (circled in red below).



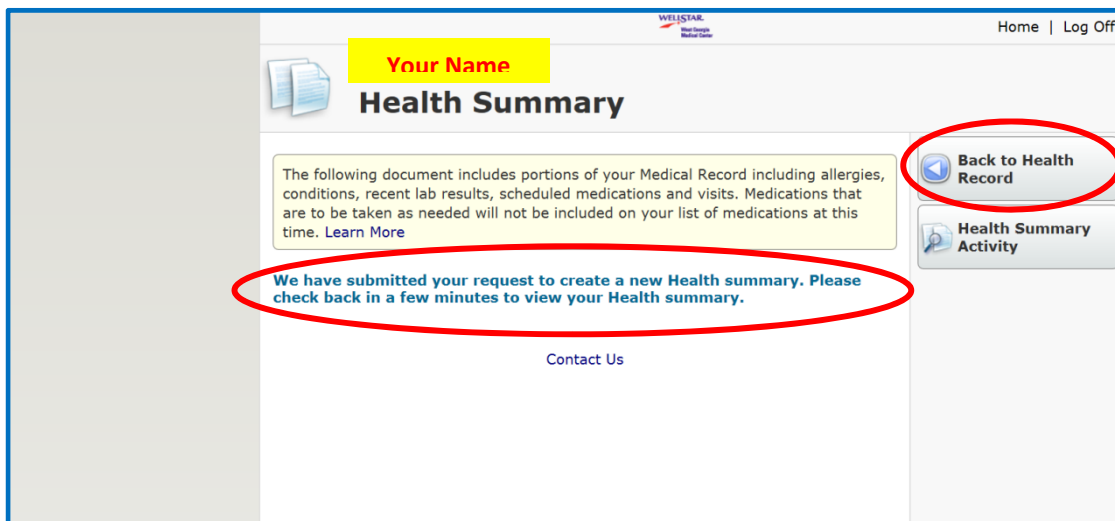
2. Click the **Health Summary** tab on right side of the screen.



- The health summary that displays may be old and not contain your most recent information. Click **Create New Health Summary** tab on right side of screen. Doing this will generate a report that contains your most up-to-date information.



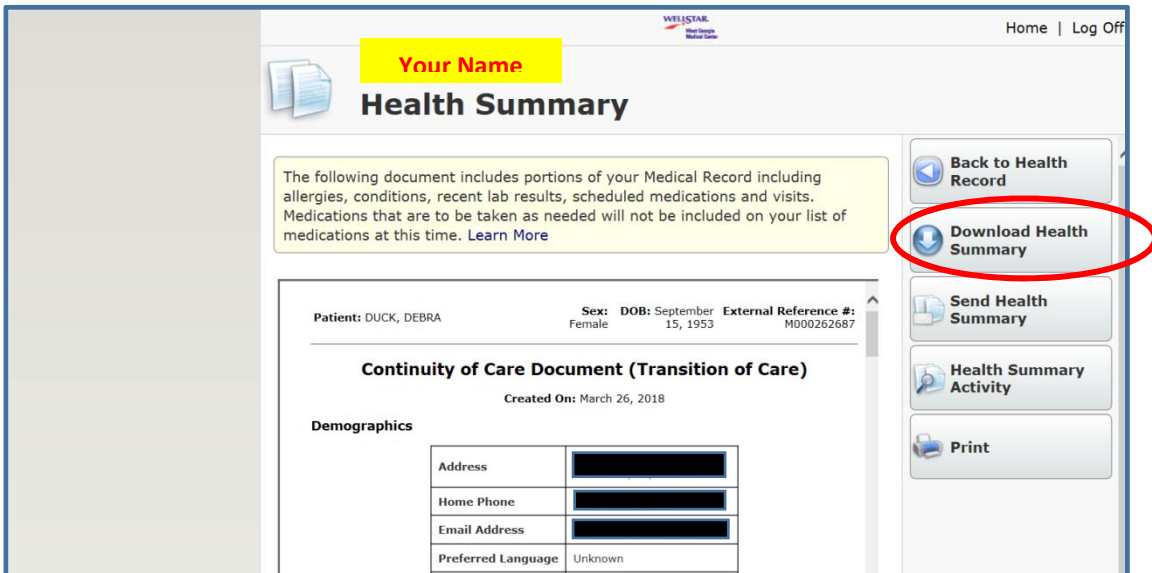
- Once you have clicked the tab to create a new health summary, the following screen will appear with a message letting you know your request was received. Click the **Back to Health Record** tab



5. **Click the Health Summary Tab** on the right.



6. **Click Download Health Summary** tab on right side of screen.



7. Follow the steps below to download your health summary to your personal computer. After downloading your health summary, **it is your responsibility to protect your health information.**

WELLSTAR.
West Georgia
Medical Center

Home | Log Off

Your Name

Health Summary

Download Health Summary

You may download your Health Summary to a folder on your personal computer. Your Health Summary contains sensitive information. If you download your Health Summary, you are responsible for protecting and deciding with whom to share this information. To protect your health information, enter a password that will be used by you to access your Health Summary on your computer and follow these steps:

1. Select the Download button and save the health record summary files to a folder on your computer.
2. Select the Health Summary zip folder you have downloaded and extract the files for viewing. Please note that not all computer operating systems support extracting password protected (encrypted) zip files. Software packages such as WinZip and 7-Zip may be used to extract your files if your operating system does not extract this zip file properly.
3. Enter the password you have defined.
4. To view your Health Summary, select the HealthSummary.html file. This file is no longer protected and must be deleted after use to protect your information.

Enter Password

Re-Enter Password

Download

Back to Health Summary