

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).

WELLSTAR. West Georgia Medical Center	Log Off
Your Name	
Links	
West Georgia Health	
Contact Us Preferences Terms & Conditions Licensed from Medical Information Technology, Inc.	

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

	Very News	WELISTAR. Biology	Home Log Off
+	Health Record	I	
Select an i Summary	tem below or a button to the ri to view, print or download a su	ght to view more details. Select Health mmary of your care. Learn More	Health Summary
Allergies		Conditions	Sisit History
BUTAZOLIDI hydromorpho nalbuphine H	ne HCl Cl	There are no conditions for this patient.	Results
	Contact Us		Allergies & Conditions
			Reports





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

Home Log Off
Your Name
Health Summary
The following document includes portions of your Medical Record including allergies, conditions, recent lab results, scheduled medications and visits.
Medications that are to be taken as needed will not be included on your list of medications at this time. Learn More
Patient: DOB: External Reference #: ^ DOB: Summary
Continuity of Care Document (Transition of Care)
Demographics Realth Summary
Address
Home Phone Print
Email Address
Preferred Language Unknown

 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. <u>Click the Back to</u> <u>Health Record tab</u>

	WELSTAR.	Home Log Off
	Your Name	
	Health Summary	
<	The following document includes portions of your Medical Record including allergies, conditions, recent lab results, scheduled medications and visits. Medications that are to be taken as needed will not be included on your list of medications at this time. Learn More We have submitted your request to create a new Health summary. Please check back in a few minutes to view your Health summary.	Health Summary
	Contact Us	





5. <u>Click the Health Summary Tab</u> on the right.

		WELSCAR. Burd bank Made Lane	Home Log Off
	Your Name Health Reco	rd	
Selec Sum	t an item below or a button to tl mary to view, print or download	he right to view more details. Select Health a summary of your care. Learn More	Health Summary
Allergie	es	Conditions	Sisit History
BUTAZ	OLIDINE ALKA	There are no conditions for this patient.	
hydron	norphone HCI		C Reculto
nalbup	hine HCI		V Results
	Contact Us		Allergies & Conditions
			Reports

6. <u>Click Download Health Summary</u> tab on right side of screen.

		WELLSTAR. West Groups Maline Canar		Home Log Off
Yo	ur Name			
Heal	th Sum	nary		
The following docum allergies, conditions, Medications that are medications at this t	nent includes porti , recent lab results to be taken as ne time. Learn More	ons of your Medical Record includi , scheduled medications and visit eded will not be included on your	ng s. list of	Back to Health Record
Patient: DUCK, DEBP	nity of Care Doo	Sex: DOB: September External Refe Female 15, 1953 MOC	rence #:	Send Health Summary
Demographics	Addama			Print
	Home Phone			
	Email Address			
	Preferred Language	Unknown	_	





 Follow the steps below to download your health summary to your personal computer. After downloading your health summary, <u>it is your responsibility to protect your health</u> <u>information</u>.

WELSTAR. With the University and University of the University of t	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.	Back to Health Summary
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	~

