



Salina Regional Health Center

Patient and Consumer Health Portal: Download Medical Record

Overview

The Download Medical Record is a new button under the Health Record section of the Patient and Consumer Health Portal. This new option allows portal users to request their patient files from the eChart. The portal user is sent an email when this file is ready for download. Once ready the file will download as a .zip file that the user can extract the files onto their personal device. This new feature will provide consumers with a streamlined way to get their chart, without needing to interact with the healthcare organization.

Recommended Workflow

When a portal user accesses the Health Record by clicking on the Health Record icon, the new Download Medical Record button will present as the last button on the right-hand side of the page.

Homepage – Health Record





Laurieb Testtwtwo's Health Record

The portal does not contain your comprehensive health record. Certain items like pathology results, behavioral health reports, and scanned documents will not be available. In addition, certain sensitive results will not be seen in the portal as they should be relayed only by your physician. The items under Allergies, Medications, and Conditions display items recorded from your last visit, and may not be up to date. At your next visit, this information will be updated.

Click on an item below or a button to the right to view more details. Select Health Summary to view, print or download a summary of your care.

[Learn More](#)

Allergies

No Known Allergies

Medications

fluticasone propion-salmeterol (Advair Diskus)
500-50 mcg/dose

Current Conditions

Age related osteoporosis
Asthma
Atrial fibrillation
Chronic sinus infection
GERD (gastroesophageal reflux disease)
Iron deficiency anemia
Knee contusion
Sinus infection
Strep throat exposure
UTI (urinary tract infection) with pyuria
Vaccin for diphtheria
Wrist contusion

Immunizations

COVID-19, mRNA, LNP-S, PF 100 mcg/0.5 mL	(Oct 02, 2023)
Flucelvax Quad PF	(May 03, 2023)

Health Summary

Visit History

Results

Medications

Allergies & Conditions

Reports

Documents

Health Maintenance & Immunizations

Questionnaires

Download Medical Record

Upon selecting the Download Medical Record for the first time, it defaults with the message of, “There is no medical record file available to download for this patient.”

Homepage – Health Record – Download Medical Record

Home | Log Off



Laurie Ztest's Medical Record

Select the Request Medical Record button to create a downloadable file of this patient's medical record. The file, which may include clinical and financial information, is not viewable from/does not appear on the portal and will be available for download for a limited time only.

There is no medical record file available to download for this patient.

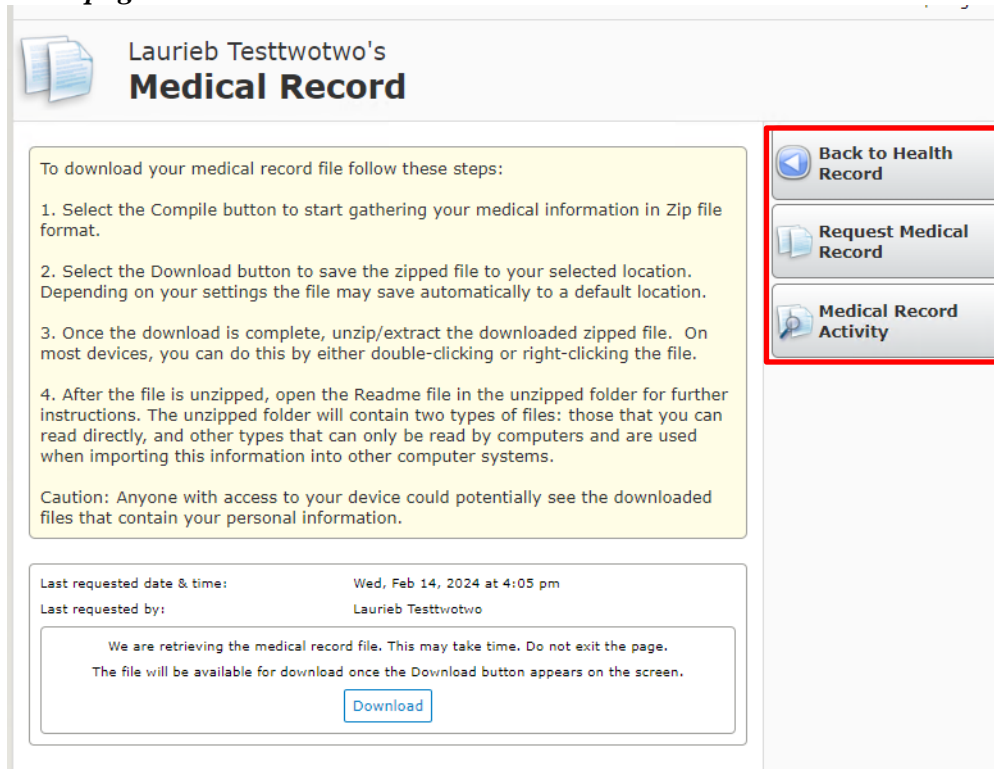
Back to Health Record

Request Medical Record

Medical Record Activity

The user has the option to request a Medical Record, View their Medical Record Activity, or go back to the Health Record.

Homepage – Health Record – Download Medical Record



Laurieb Testtwotwo's Medical Record

To download your medical record file follow these steps:

1. Select the Compile button to start gathering your medical information in Zip file format.
2. Select the Download button to save the zipped file to your selected location. Depending on your settings the file may save automatically to a default location.
3. Once the download is complete, unzip/extract the downloaded zipped file. On most devices, you can do this by either double-clicking or right-clicking the file.
4. After the file is unzipped, open the Readme file in the unzipped folder for further instructions. The unzipped folder will contain two types of files: those that you can read directly, and other types that can only be read by computers and are used when importing this information into other computer systems.

Caution: Anyone with access to your device could potentially see the downloaded files that contain your personal information.

Last requested date & time: Wed, Feb 14, 2024 at 4:05 pm
Last requested by: Laurieb Testtwotwo

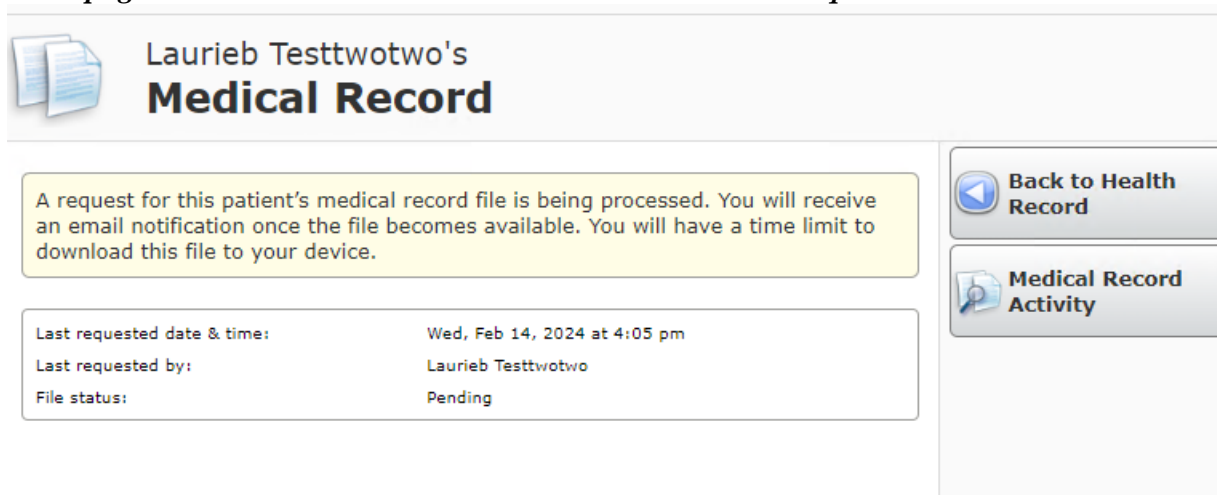
We are retrieving the medical record file. This may take time. Do not exit the page.
The file will be available for download once the Download button appears on the screen.

[Download](#)

[Back to Health Record](#)
[Request Medical Record](#)
[Medical Record Activity](#)

Selecting the Request Medical Record option will refresh the screen and present the user with the Last Requested Date and time, the name of the person who requested the medical record and the file status. The Request Medical Record button is also removed while the file is being created.

Homepage – Health Record – Download Medical Record – Request Medical Record



Laurieb Testtwotwo's Medical Record

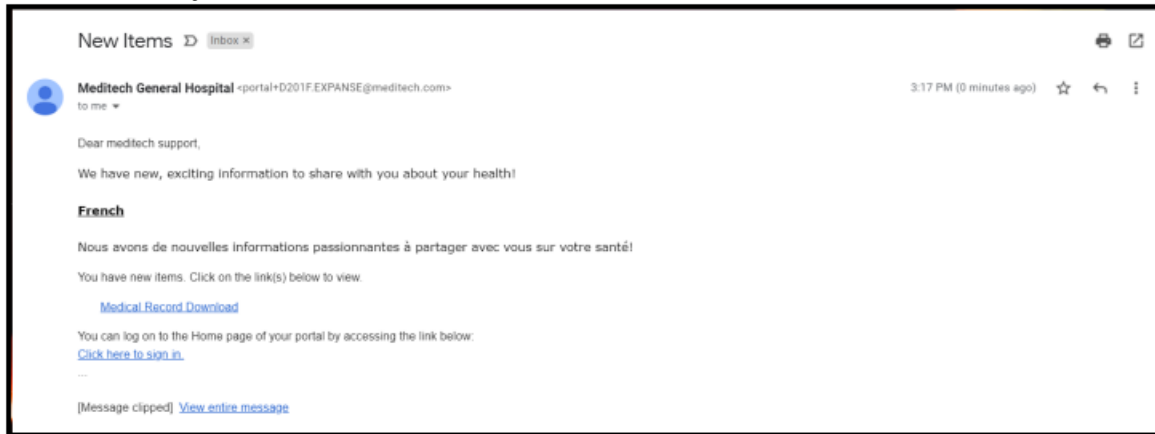
A request for this patient's medical record file is being processed. You will receive an email notification once the file becomes available. You will have a time limit to download this file to your device.

Last requested date & time: Wed, Feb 14, 2024 at 4:05 pm
Last requested by: Laurieb Testtwotwo
File status: Pending

[Back to Health Record](#)
[Medical Record Activity](#)

Once the file is ready the user receives a new activity email notification in their email address that is on file with the provider or facility.

New Activity email



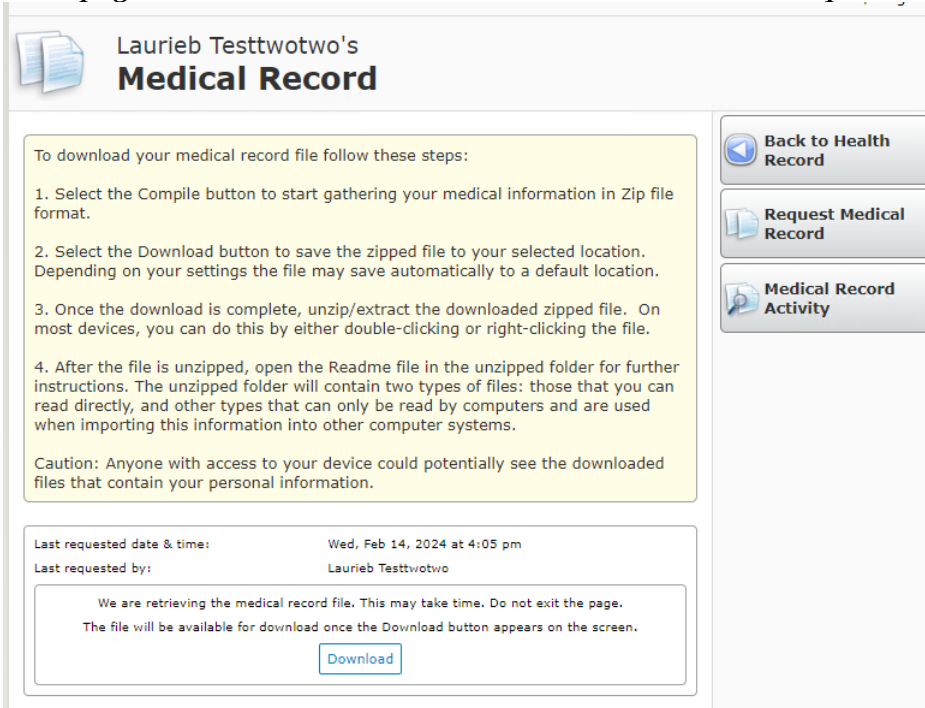
There are scenarios in which the compile may fail:

1. If there are amendments on the record
2. If redactions are available
3. Any sort of integrity issues, such as pages or images being missing
4. If the visits are sensitive and the Sensitive Visits parameter in the HIM Toolbox is set to FAIL
5. If the jobs have crashed.

Assuming there are no issues, the user will now also see a download button under the file status section, within Download Medical Record.

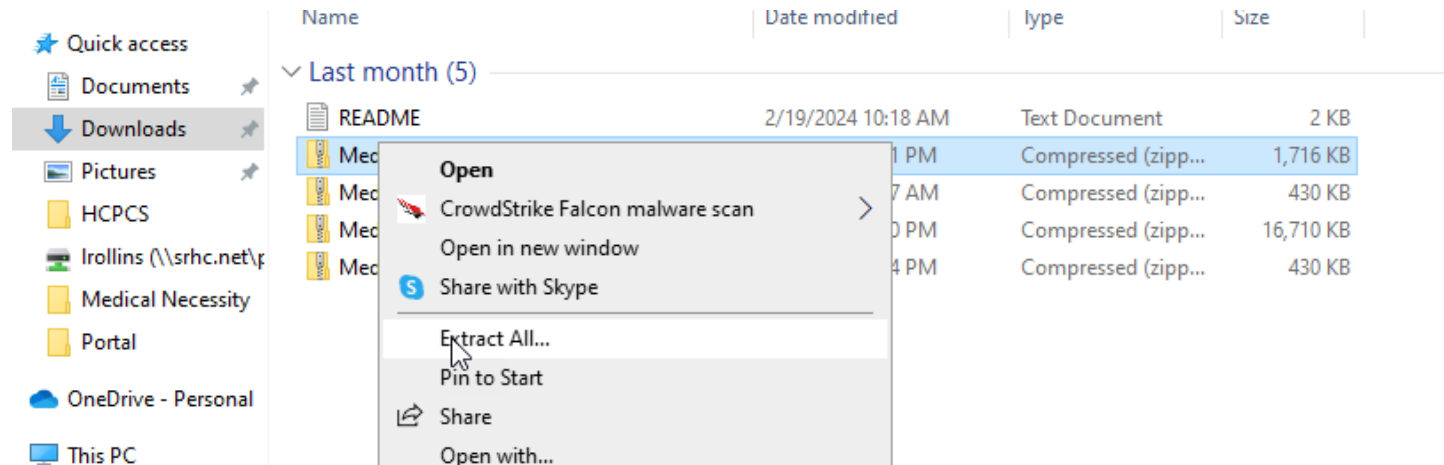
File Status

Homepage – Health Record – Download Medical Record – Request Medical Record

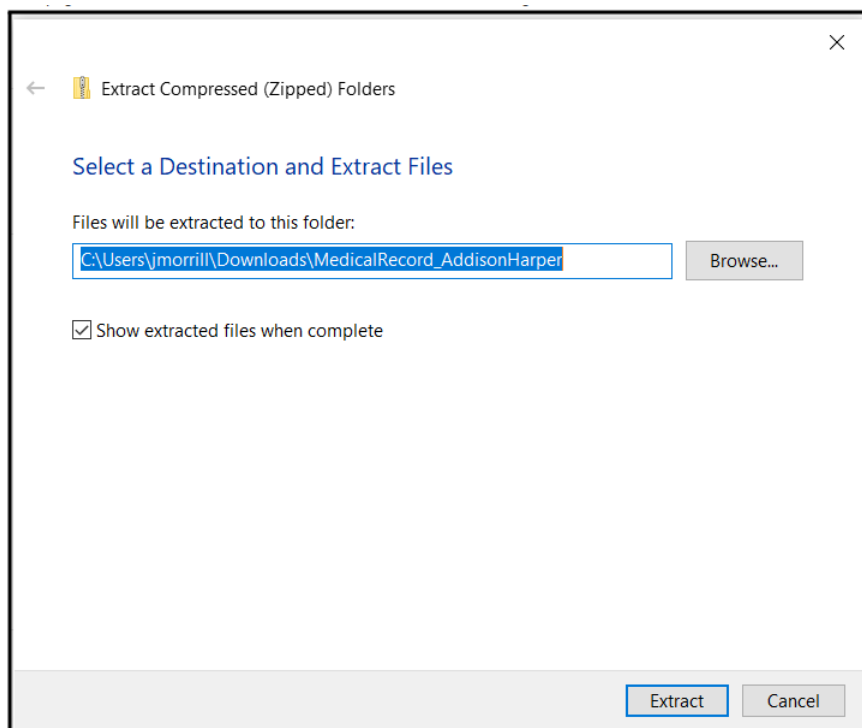
A screenshot of a web application interface for 'Laurieb Testtwotwo's Medical Record'. The page has a header with a document icon and the name 'Laurieb Testtwotwo's Medical Record'. On the right side, there are three buttons: 'Back to Health Record', 'Request Medical Record', and 'Medical Record Activity'. The main content area is a yellow box with instructions: 'To download your medical record file follow these steps: 1. Select the Compile button to start gathering your medical information in Zip file format. 2. Select the Download button to save the zipped file to your selected location. Depending on your settings the file may save automatically to a default location. 3. Once the download is complete, unzip/extract the downloaded zipped file. On most devices, you can do this by either double-clicking or right-clicking the file. 4. After the file is unzipped, open the Readme file in the unzipped folder for further instructions. The unzipped folder will contain two types of files: those that you can read directly, and other types that can only be read by computers and are used when importing this information into other computer systems. Caution: Anyone with access to your device could potentially see the downloaded files that contain your personal information.' Below this, there is a section for 'Last requested date & time: Wed, Feb 14, 2024 at 4:05 pm' and 'Last requested by: Laurieb Testtwotwo'. At the bottom, there is a message: 'We are retrieving the medical record file. This may take time. Do not exit the page. The file will be available for download once the Download button appears on the screen.' and a 'Download' button.

Upon selecting the download button the user sees a message letting them know the file is being retrieved. Once the file is ready they can click on the ‘Download’ button to download the file. It will download as a .zip file onto the user’s device. Unless the path is manually changed downloads will go to the downloads folder on user’s device.

The patient then needs to locate the file in downloads, or selected location, and right click the file and select “Extract All”



Once the portal user chooses Extract all the following window appears. This is asking where you want the files to download to. Make note of the location in the box below “Files will be extracted to this folder:” or click the browse button and choose where you want the files to download too.



Once it has been downloaded the user can select the Accounts_index file to view the data in their browser.



ACCOUNTS_INDEX.HTML

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
Ambulatory Results	File folder					
ARMEHI	File folder					
Financial EHI	File folder					
Patient Immunization History	File folder					
Population Health	File folder					
Record_Documents_Testtwtwo_La...	File folder					
SM0000000638_Testtwtwo_Laurieb	File folder					
SM0000000836_Testtwtwo_Laurieb	File folder					
SM0000000851_Testtwtwo_Laurieb	File folder					
SM0000001511_Testtwtwo_Laurieb	File folder					
SM0000001685_Testtwtwo_Laurieb	File folder					
SM0000002170_Testtwtwo_Laurieb	File folder					
SM0000002568_Testtwtwo_Laurieb	File folder					
SM0000003194_Testtwtwo_Laurieb	File folder					
SV0000003269_Testtwtwo_Laurieb	File folder					
SV0000004085_Testtwtwo_Laurieb	File folder					
Utilization Review	File folder					
ACCOUNTS_INDEX	Chrome HTML Document	2 KB	No	10 KB	89%	2/14/2024 4:07 PM

This is an example of what the screen will display when the portal user has opened the Accounts_Index file. Click on the links or on the View Data near the end of each line item to view information from that date or service.

▼ Harper, Addison Lynn: Acct Num: GM000000034, Med Rec Num: WMG, Facility: GM000000034_Harper_Addison_Lynn, Visit Date: 01/21/2022

- ▼ Admissions
 - ▶ Insurance
- ▼ Admissions
 - ▼ Patient_Information
 - [Driver's License Date: 01/21/2022 Doc ID: 31937](#)
- ▼ HIM_Only
 - ▼ --
 - [NDG Message Date: 09/01/2021 Doc ID: 817-1](#)
 - [NDG Message Date: 09/01/2021 Doc ID: 47817](#)
 - [NDG Message Date: 01/25/2021 Doc ID: 06441](#)

▶ Harper, Addison Lynn: Acct Num: MA000001670, Med Rec Num: MTAMB, Facility: MA000001670_Harper_Addison_Lynn, Visit Date: 11/13/2018

▶ Harper, Addison Lynn: Acct Num: MA0000023123, Med Rec Num: MTAMB, Facility: MA0000023123_Harper_Addison_Lynn, Visit Date: 02/07/2020

▶ Harper, Addison Lynn: Acct Num: MA0000029261, Med Rec Num: MTAMB, Facility: MA0000029261_Harper_Addison_Lynn, Visit Date: 06/29/2020

▶ Harper, Addison Lynn: Acct Num: MA0000029266, Med Rec Num: MTAMB, Facility: MA0000029266_Harper_Addison_Lynn, Visit Date: 07/09/2020

▶ Harper, Addison Lynn: Acct Num: MA0000029275, Med Rec Num: MTAMB, Facility: MA0000029275_Harper_Addison_Lynn, Visit Date: 06/26/2020

▶ Harper, Addison Lynn: Acct Num: MA0000033497, Med Rec Num: MTAMB, Facility: MA0000033497_Harper_Addison_Lynn, Visit Date: 08/14/2020

▶ Harper, Addison Lynn: Acct Num: MA0000034371, Med Rec Num: MTAMB, Facility: MA0000034371_Harper_Addison_Lynn, Visit Date: 08/31/2020

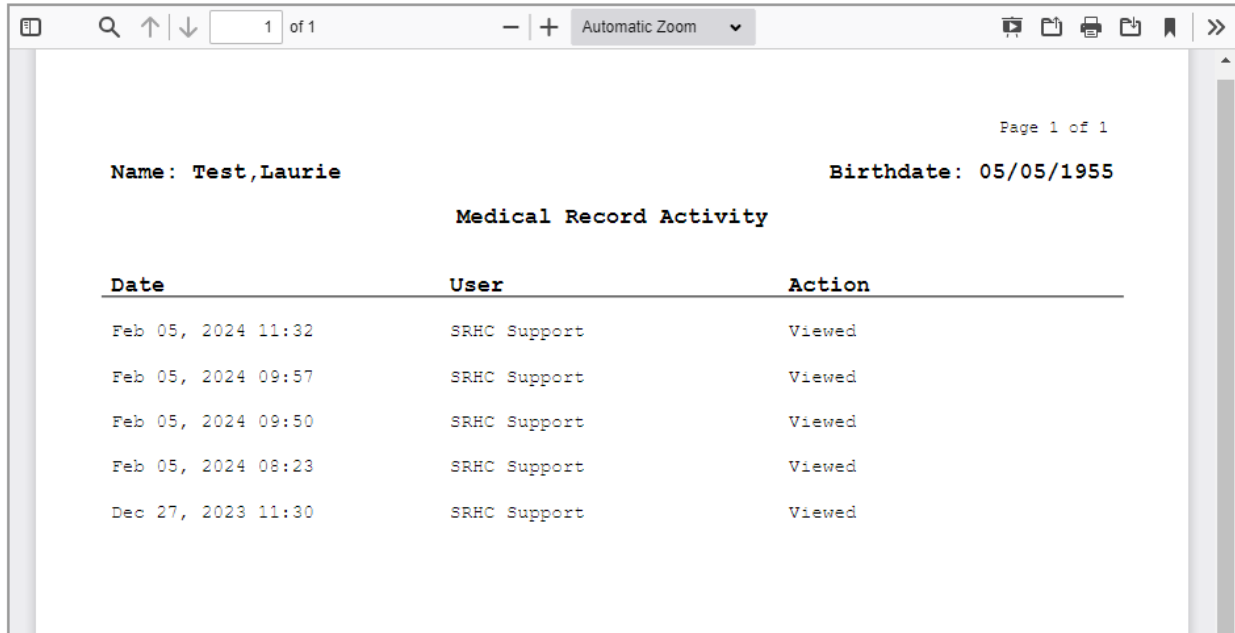
▶ Harper, Addison Lynn: Acct Num: MA0000049848, Med Rec Num: MTAMB, Facility: MA0000049848_Harper_Addison_Lynn, Visit Date: 04/29/2021

The user can also view the Medical Record Activity report which allows them to see when the Medical Record has been viewed, requested, or downloaded for that patient. The documents are displayed with a visit date to the far right.

Medical Record Activity

Homepage – Health Record – Download Medical Record – Medical Record Activity

[Return to Medical Record](#)



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Name: Test, Laurie Birthdate: 05/05/1955

Medical Record Activity

Date	User	Action
Feb 05, 2024 11:32	SRHC Support	Viewed
Feb 05, 2024 09:57	SRHC Support	Viewed
Feb 05, 2024 09:50	SRHC Support	Viewed
Feb 05, 2024 08:23	SRHC Support	Viewed
Dec 27, 2023 11:30	SRHC Support	Viewed