YOUR HEALTH SUMMARY

# How To View, Update, Download, Send And Print

Take a look at the Health Summary available on your Patient Portal under the Health Record icon. You'll see that this valuable document contains an easy-to-read summary of your most recent healthcare information. The Health Summary is a dynamic document that can be updated as often as once a day in order to pull in the most recent health information. If you have questions about the accuracy of the information, first make sure that you are looking at the most up-to-date version (see directions below). If after updating it appears that some information is inaccurate, please contact your primary care provider. The information in the Patient Portal and the Health Summary are a reflection of what is in your medical record, and your provider will be able to explain the information or start the process to make changes or corrections, if necessary.

View your Health Summary

1. Select > Health Record

2. Select > Health Summary
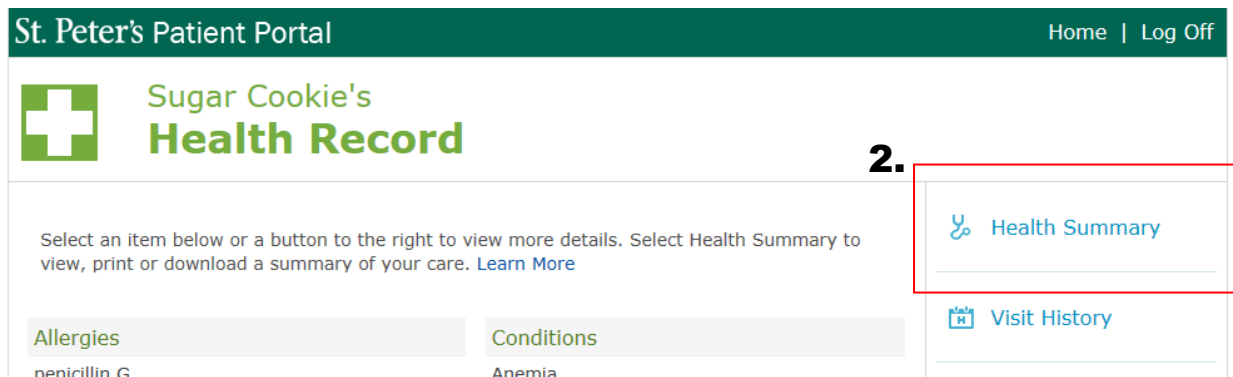
Your Health Record Summary

Patient: COOKIE, SUGAR   **Sex:** Female   **DOB:** May 21, 1996   **External Reference #:** M000000098

Continuity of Care Document

Created On: May 18, 2017

Including Visits within Range: April 18, 2017 - May 18, 2017

Demographics

Address	123 Pine Street Appt 32 HELENA, MT, 59601
Home Phone	(401)555-1111
Preferred Language	Unknown
Marital Status	Never Married
Religious Affiliation	Methodist

Sugar Cookie's
Health Summary

The following document includes portions of your Medical Record including allergies, conditions, recent results, medications and visits.

Please note the "Created Date" on the top of your Continuity of Care Document. Click on "Create New Health Summary" at the right to ensure that this document is refreshed and includes your most recent healthcare information. Click on "Learn More" for more information about the Health Summary. Learn More

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◁ Back to Health Record

3. ⊹ Create New Health Summary

4. ⊤ Download Health Summary

5. ⊚ Send Health Summary

6. ℘ Health Summary Activity

7. 🖶 Print

Update Your Health Summary

3. Select > Create New Health Summary

As mentioned above, the Health Summary is a dynamic document that can be updated as often as once a day in order to pull in your most recent health information. After you **Select > Create New Health Summary**, it will take a minute or two for all your information to be compiled. **Select > Back to Health Record** and then wait for a minute or two before you **Select > Health Summary** again. Note that the date at the top of the summary will now be today's date.

Download Your Health Summary

4. Select > Download Health Summary

Follow the directions to download the Health Summary to your computer.

Send Your Health Summary

5. Select > Send Health Summary

Select this option and follow the directions to send your Health Summary either directly to your provider using their eHealth Exchange address (contact your provider to obtain this address). Using this special eHealth Exchange address makes this a secure, patient-to-provider message.

You are also able to share your Health Summary using any email address. The Health Summary files will be delivered with directions on how to open them.

PLEASE BE AWARE! Using regular email to send your Health Summary is more convenient, but it is not considered a secure message. If you do send your private healthcare information through unsecured email, please be aware that you are responsible for sharing your private healthcare information with any third-party, and you do so at your own risk.

Review Your Health Summary Activity

6. Select> Health Summary Activity

Select this option to monitor each time that your Health Summary was viewed, updated, downloaded, sent, or printed. You can print this report by using the PDF tools that become visible at the top of the report when you hover your mouse over the page.

Print Your Health Summary

7. Select> Print