

Download Health Records in MyChart

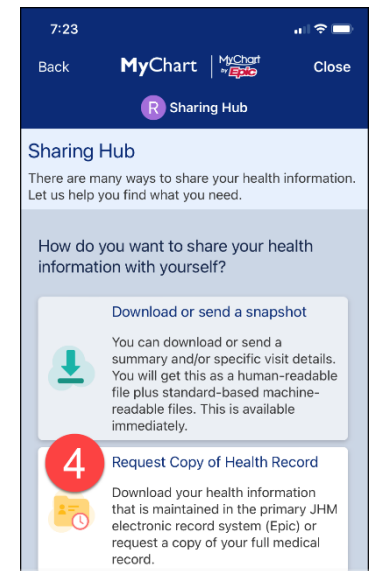
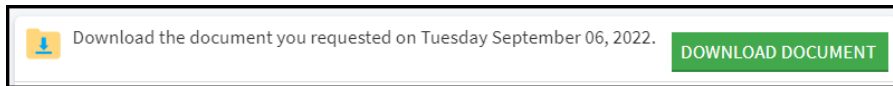
This tip sheet explains how to request and download your health record from MyChart at no cost. For the download, the patient must make sure they have enough computer/drive space to download the MyChart export. The PDF document will be available to download for approximately 30 days.

Download a Health Record from MyChart

1. Log into MyChart.
2. Open the menu and search/select “Sharing Hub.”
3. Select “Yourself.”



4. Select “Request Copy of Health Record.”
 - Once the request is processed, the patient will receive an email/notification that the file is ready in the Document Center. Depending on the size and type of information, this could take several days.



5. The patient must complete a form indicating which records they want to download.

Request Copy of Health Record

The download will include only that information that is maintained in the primary JHM electronic record system (Epic). Additionally, the information released to you through this automatic download may not include all of your health information. If you would like a copy of your full medical record, please make a note in the comment section. Depending on the size and nature of your request, this automatic download feature may not work and may require further processing by our health information management staff.

* Indicates a required field

* Which provider / entity are you requesting medical records from?

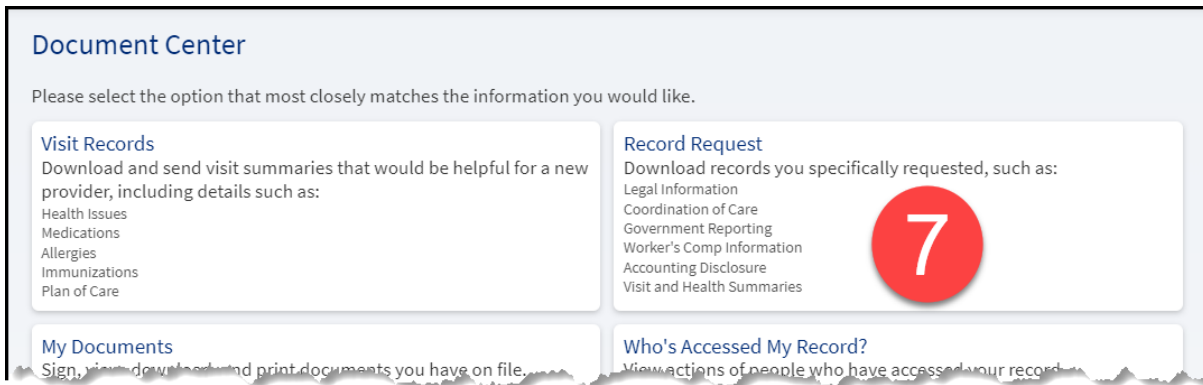
* Who should we send this record to?

Me Someone else

[Back to Sharing Hub](#)

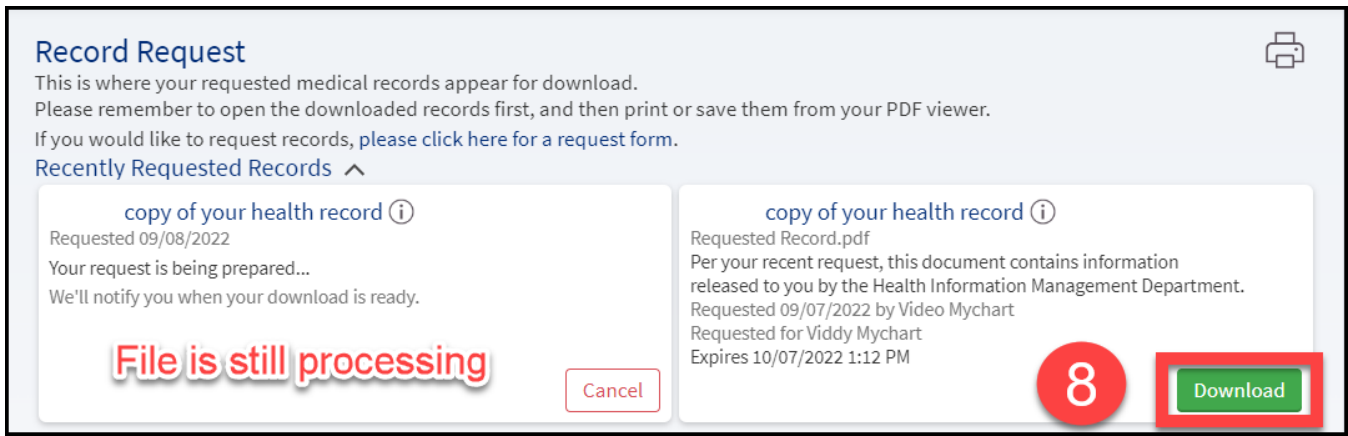
6. Open the menu and search/select “Document Center.”

7. Select "Record Request."



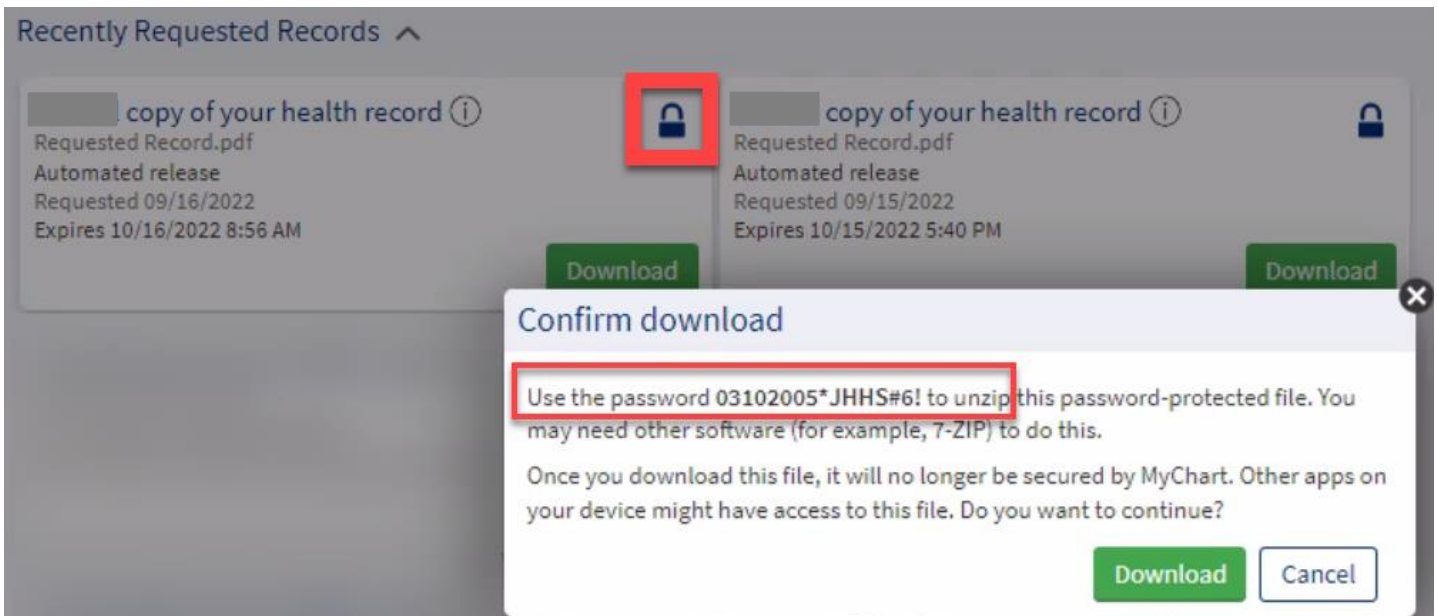
8. Click **Download** (patients must make sure they have enough space on their computer/cloud).

- If the patient does not have the space or ability to download, please see the next section: Request Health Record from HIM.



9. Some documents may have a lock icon, which means that once the file is downloaded, the patient must enter a password to open the PDF. Passwords can be changed by the patient within the PDF. Hover over the lock icon to see the password.

- The password is always **'[patients date of birth in MMDDYYYY]*JHHS#6!'**
For example, 03102005*JHHS#6!





Request Health Records from HIM and/or Change Records

Patients, family and proxies can also request the health record through the Health Information Management Department (HIM). They also can request a change/correction to their record through the HIM office.

Refer to the JHM Patient Medical Records website for more information:

https://www.hopkinsmedicine.org/patient_care/patients-visitors/patient-rights-records/medical-records.html