

Applies to: Island Health patients and families enrolled in and using MyHealth patient portal.

Purpose: To learn how to view and download clinical documentation in MyHealth.

The MyHealth portal provides patients with access to view certain clinical documents released to their portal accounts. Island Health has approved 12 initial document types that will be available starting April 27, 2022, with more anticipated to be added in the future.

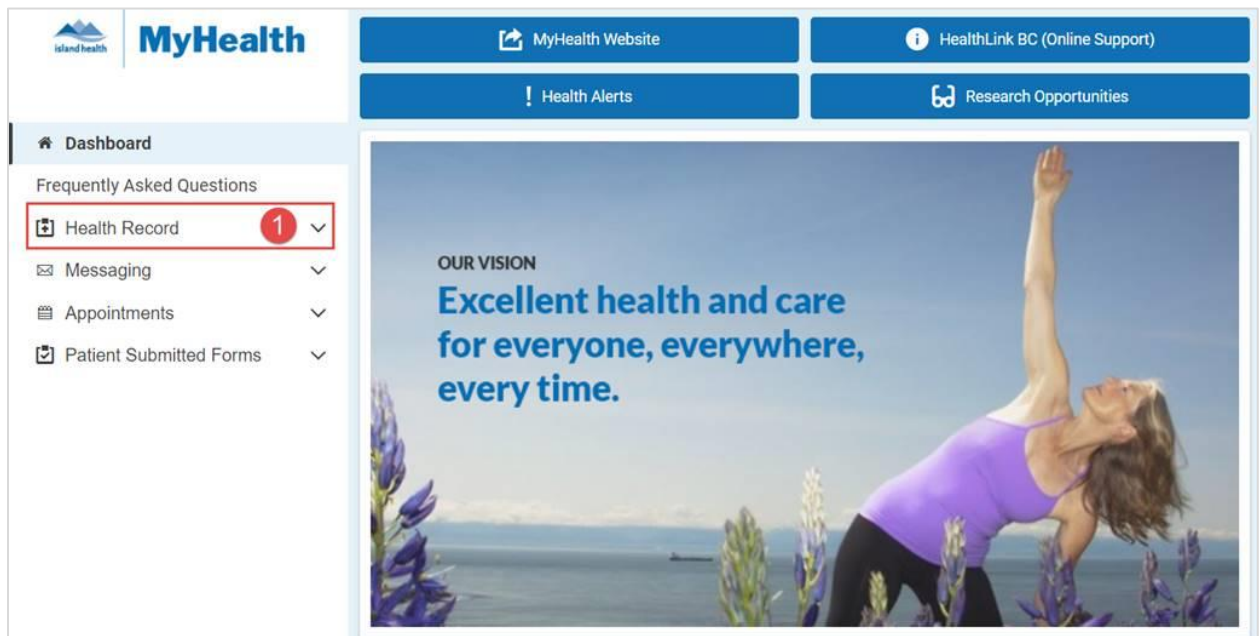
Please note:

- Information viewed or printed from MyHealth represents a point-in-time copy of information available at that time and may not reflect a complete representation of all your results; i.e., the document may be updated after you print it, so please refer to the portal for most up-to-date version.
- Some Island Health clinical documentation may not display, as providers may choose not to release their notes to the MyHealth portal. To obtain a copy, follow the Freedom of Information process outlined [here](#).
- At this time, MyHealth released clinical documents have a publishing delay of eight (8) hours once they are signed.

Viewing your Clinical Documentation

To view your documents:

1. In the **Dashboard**, click the **Health Record** downward-pointing arrow.





Quick Reference Guide

2. Select **Clinical Documentation**.
 - The **Clinical Documentation** window will appear with a list of clinical documents available for your review that will display from most recent to oldest.
3. From the document list, click the document title you wish to review. It will open in another tab.
4. To view a group of similar documents, click the note type arrow to apply a filter (see screen shot below for the available filters)
5. For additional information, refer to the grey box to the right of the screen.
6. Click **View More** at the bottom of the grey box to view the current list of *Note Types* available.

Available Filters

Available Document Types

Clinical note types available:

- Admission Note-Provider
- Cardiology Consult
- Discharge Summary
- Gastroenterology Consult
- General Surgery Consult
- Internal Medicine Consult
- Nephrology Consult
- Operative and Discharge Note
- Operative Report
- Orthopedic Consult
- Procedure Note
- Respirology Consult

Downloading or Printing your Clinical Documentation

Your MyHealth account allows you to download your clinical documentation and save them to your computer. You can also print your documentation if you want to.

To download/print your documentation:

1. Click the **Download** button next to the report you want to download or print.

Discharge Summary - To Portal 1 Download

Discharge Summary

Date Created: Apr 26, 2022

2. Save and/or print the document, as required.

Note: If you download or print a copy of your documentation to your local computer, Island Health has no ability to control, nor has any legal responsibility for, the security of any copies of documents you download from MyHealth.

Need Help?

If you see something concerning in your report that you need help understanding:

- Contact your specialist or family doctor (primary health provider)
- Call HealthLink BC at 811
- Access HealthLink BC online at [HealthLinkBC.ca](https://www.healthlinkbc.ca)

If you believe any of the information in your record is inaccurate:

- Contact Health Information Management at myhealth@islandhealth.ca.

If you experience any technical difficulties, please call MyHealth Help Desk at 1-800-249-1024 (toll free).