

How to Access and Print/Download Documents from MyChart

Doctor's Notes, Test Results, and Itemized Bills

MyChart is an online portal used by many healthcare systems to give patients access to their health information. While the layout may vary slightly depending on your medical facility, most systems follow a similar process.

1. Log into MyChart

You can access MyChart from a computer or mobile device:

- **On a computer:** go to <https://mychart.com> or your provider's MyChart website
- **On a phone or tablet:** download the **MyChart mobile app** from the Apple App Store or Google Play Store
- Open the app or website and enter your **username and password**
(If you don't have an account, click "Sign Up" or contact your provider's office)

2. Access Visit Notes (Doctor's Notes / After Visit Summaries)

- Tap or click on "Visits" or "Appointments"
- Go to "Past Appointments"
- Choose the visit you need
- Look for "After Visit Summary", "Doctor's Notes", or "Encounter Report"
- Select the file to **view**, then **print** or **download**
(On mobile, you may need to tap the three dots menu or share icon to print or save)

Note: If notes are not available, try checking under the "Documents" tab or contact your provider's office.

3. View and Print Test Results

- Go to the "Test Results" section
- Tap or click on the test name to open the full report
- Scroll down to find **download** or **print** options
(On mobile, use your phone's share or print features)

Note: Some results may be delayed until reviewed by a doctor. Contact your provider if anything is missing.

4. Get Itemized Billing

- Tap or click on "Billing" or "Billing Summary"
- Choose the visit date or billing statement
- Look for options like "View Itemized Bill", "Detailed Statement", or "Download PDF"

If you don't see itemized billing:

- Call the **billing department** for your provider and request one
- You can also ask them to upload it directly to your MyChart messages or documents section

Need Help?

- Use the "Messages" tab to request help or specific records
- Call your provider's **MyChart help desk**, **billing office**, or **medical records department**