

Download a Record of Your Office Visit in MyChart

MyChart enables you to download records of your office visits at Cleveland Clinic, and save them as PDF files on your personal computer. You can then email the files to other healthcare providers, print them, or save them as copies for your records.

This feature allows you to download the files with or without password protection. If you select password protection, you will not be able to open the PDF file on your computer without entering your chosen password first.

Follow these steps to download a copy of your After Visit Summary:



Step 1 - Accessing After Visit Summary

Access the After Visit Summary for a recent appointment by logging in to MyChart and selecting **Past Appointments** from the "Appointments" section on the left-hand menu bar.



Step 2 - Locating Download Icon

Click the **floppy disk icon** to the right of the selected appointment.



You can also locate the floppy disk icon within each of your appointment details.



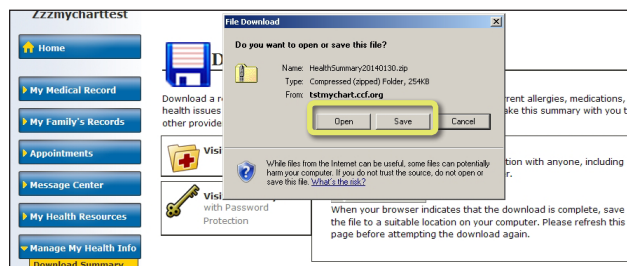
Step 3 - Download After Visit Summary

(Option 1) To download without password protect:

- Click **Download** under “Visit Summary.”

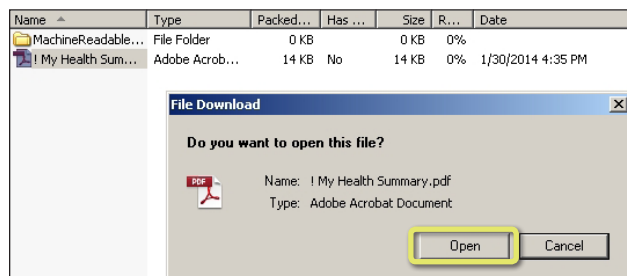
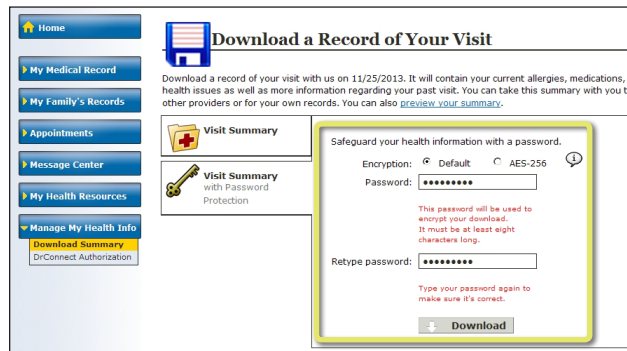
Once the file downloads, you will be prompted to choose the directory or folder you wish to save to on your computer.

- Select your desired location and click **Save**.



(Option 2) To download with password protection:*

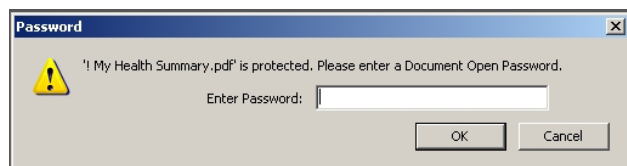
- Click **Visit Summary with Password Protection**.
- Enter a password of your choosing. Please note that the password must be at least eight characters long.
- Click **Download**.
- Once the file downloads, you will be prompted to choose the directory or folder you wish to save to on your computer. Select your desired location and click **Save**.



Step 4 - View Downloaded AVS File

View the directory or folder you downloaded your file to and double-click the PDF listed within the folder.

Continuity of Care Document - Zzzmycharttest, Emilee					
Address	Contact Information	Patient Language	Patient Race / Ethnicity	Enc	
		English (Preferred)	White / Not Hispanic	Nov	
Note from Cleveland Clinic - TST - Cleveland Clinic - TST This document contains information that was shared with Emilee Zzzmycharttest. It may not contain the entire record from Cleveland Clinic - TST.					
Active Allergies - as of 01/30/2014					
Allergen	Noted Date	Severity	Reactions	Comments	
Bees	12/04/2008	High	Itching, Shortness of Breath		
Penicillins	03/12/2010	High	Itching		
Pollen	12/04/2008		Itching		
Shellfish Derived	08/23/2012		Hives		
Medications - as of 01/30/2014					
Active Prescription	Sig	Dmg	Refills	Start Date	
SUMMARY 20 mg/indication nasal spray	Use 1 Spray in the nose as needed.	30 Each	10/05/2013		
folio acid 1 mg tablet	Take 1 tablet by mouth once daily.	2 tablet	08/05/2013		
multivitamin tablet	Take 2 tablets by mouth once daily.	60 tablet	08/05/2013		



- * If you opted to download using password protection, **you will need to remember your original password to open the document. The password is not recoverable.** If you have forgotten or misplaced your password, you will need to re-download the file from that specific appointment (see Step 1).