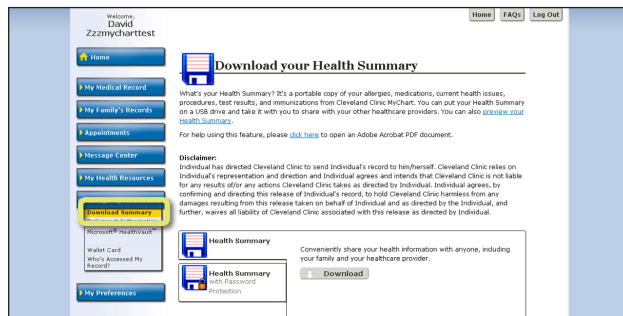


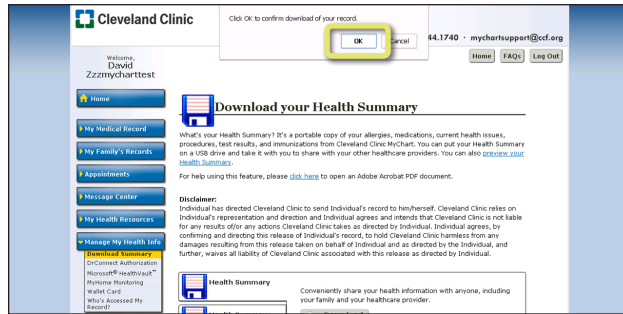
## Manually Download Your Health Information from MyChart into your HealthVault<sup>®</sup> Account

### Part 1. Download Your MyChart Health Information to Create a Continuity of Care Document

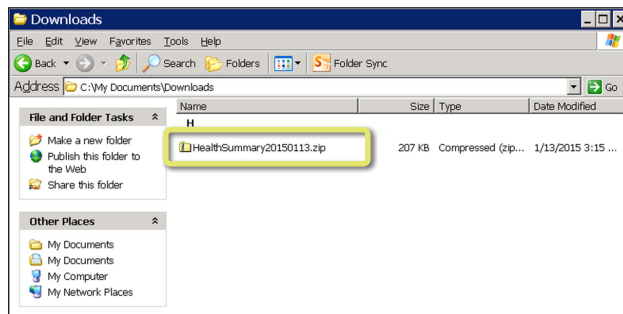


#### Step 1

Login into MyChart and click on the **Manage MyHealth Info** section. In the drop down menu, choose **download summary**.

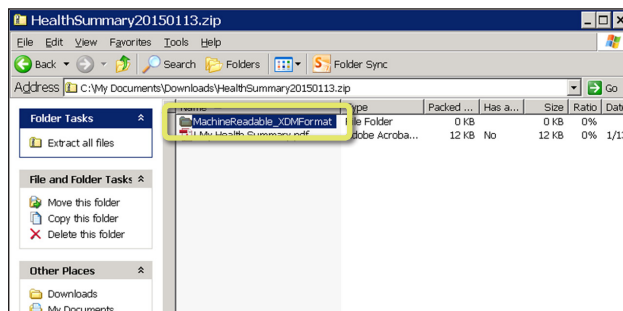


Click **Ok** in the dialogue box.



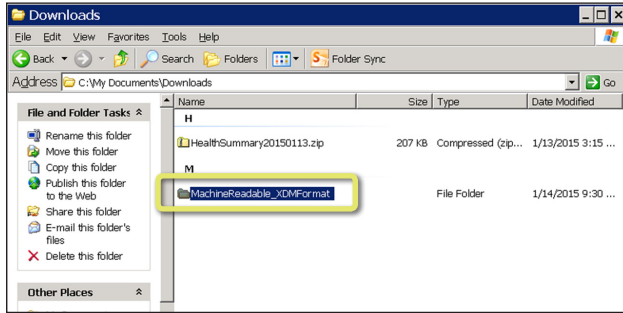
#### Step 2

Locate the downloaded file.



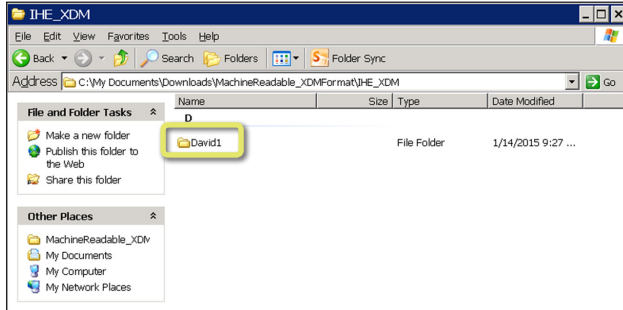
#### Step 3

Open the downloaded file.



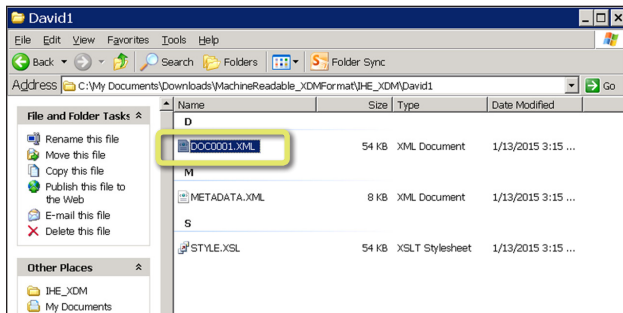
### Step 4

Copy the folder named 'MachineReadable\_XDMFormat' and paste it on your desktop. Click into the **MachineReadable\_XDMFormat** folder.



### Step 5

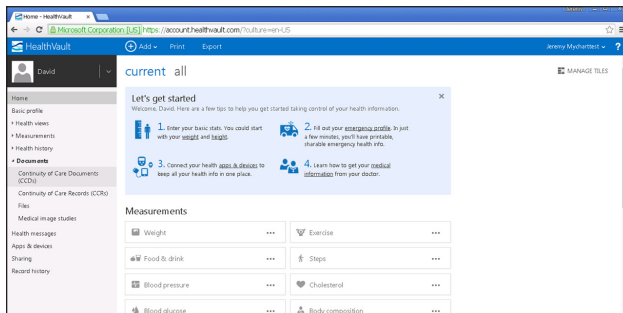
Once in the MachineReadable\_XDMFormat folder, click into the **IHE\_XDM** folder. Locate the folder named with your first name and the number one and open it.



### Step 6

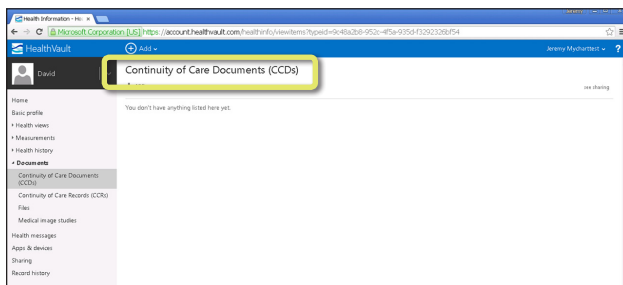
In this folder, you will find a file named 'DOC0001.XML.' This document is formatted as an industry-standard Continuity of Care Document (CCD) and can be read by many electronic health information systems.

## Part 2. Bring Your Health Information into Your Microsoft® HealthVault® Account



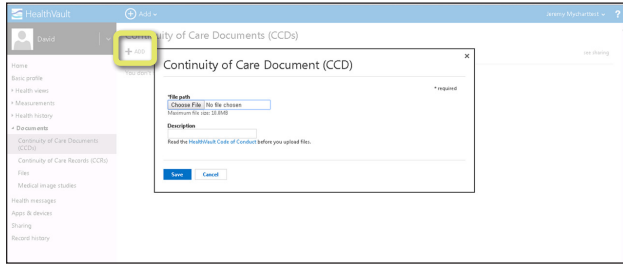
### Step 1

Login to your HealthVault® Account.



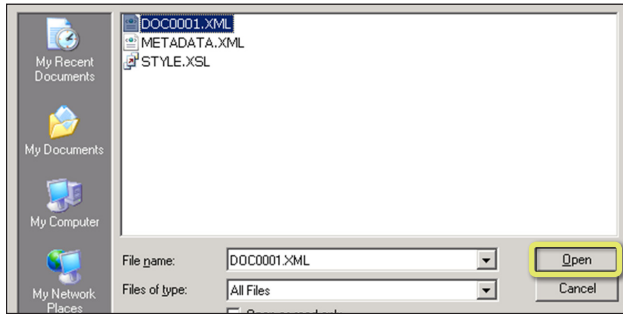
### Step 2

Under Documents, click the **Continuity of Care Documents (CCDs)** item.



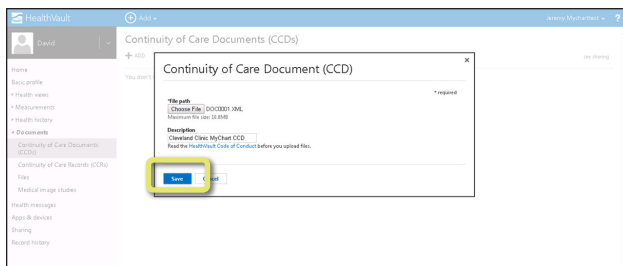
### Step 3

Click the **Add** button.



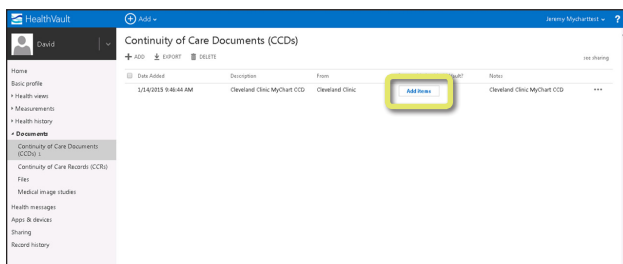
### Step 4

Click the Choose File button, locate your CCD file on your computer (named DOC0001.XML), and click **Open**.



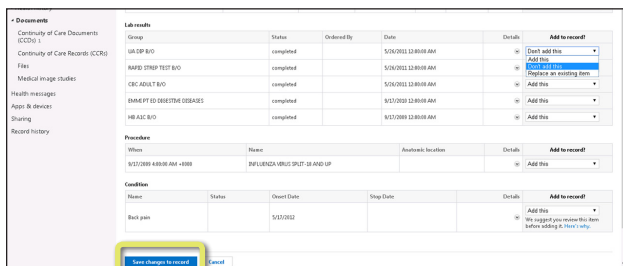
### Step 5

It's not required, but we recommend entering a meaningful description. Then click **Save**.



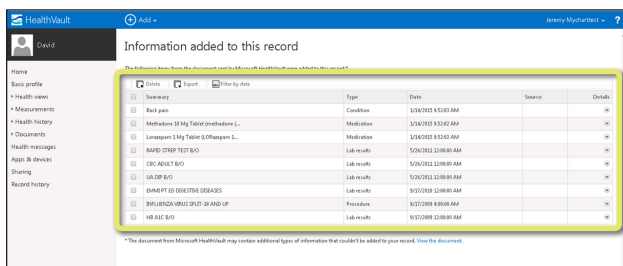
### Step 6

Now that the file has been saved in HealthVault®, you can add information from the CCD to your HealthVault® record. Start by clicking **'Add items.'**



### Step 7

HealthVault® will display the contents of the CCD. By default, all information will be added to your HealthVault® record when you click 'Save changes to record.' You may also choose to skip or replace items on this screen. When you are ready, click **'Save changes to record.'**



### Step 8

HealthVault® will display a summary of items added to your record when transaction is complete.