

## 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**.



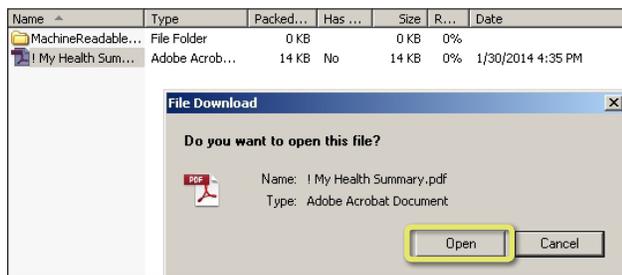
### (Option 2) To download with password protection:\*

- 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 - Zzzmychartest, Emilee				
Address	Contact Information	Patient Language	Patient Race / Ethnicity	Enc...
		English (Preferred)	White / Not Hispanic	Nov...
<b>Note from Cleveland Clinic - TST - Cleveland Clinic - TST</b>				
This document contains information that was shared with Emilee Zzzmychartest. It may not contain the entire record from Cleveland Clinic - TST.				
<b>Active Allergies - as of 01/30/2014</b>				
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	
<b>Medications - as of 01/30/2014</b>				
Active Prescription	Sig	Dmg	Refills	Start Date
SUMAspryn 20 mg/production nasal spray	Use 1 Spray in the nose as needed	30 Each		10/03/2013
folio-aid 1 mg tablet	Take 1 tablet by mouth once daily	2 tablet		09/09/2013
multivitamin tablet	Take 2 tablets by mouth once daily	90 tablet		09/09/2013

**Please note:** When you download a PDF copy of your After Visit Summary, a .xdm file will also save to your computer.

This “machine-readable” file can be opened in most electronic medical record systems, but will not open on your personal computer.



- \* 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).