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5 EASY STEPS TO USE MYCHART

TO REQUEST YOUR HEALTH RECORD

(FOR CLIENTS AND PROXIES)

1. **Log in** to your MyChart.
2. Click the **blue menu** (3 white lines in a blue box) on the L side of the top black bar
3. Select **“Sharing Hub”**
4. Select **“Request Copy of Health Record”**
 - a. This link is under the boxes that appear on the Sharing Hub.
 - b. If you can’t find this link, try clicking any of the boxes and it should prompt you to help you find the link
5. **Fill in** the details as prompted
6. You will **receive the response** through your MyChart

If you don’t have MyChart go to

[Connect Care Patients & Families | Alberta Health Services](#)