

## Printing Information from Your UH Samaritan Patient Portal

*The UH Samaritan Patient Portal will no longer be available as of November 15, 2019. These instructions explain how to print the information that is currently contained in your UH Samaritan Patient Portal record including your Health Summary, Care Instructions, Results and Reports. These instructions also explain how to download and print your Health Summary from your personal health record. The images in these instructions were taken using Internet Explorer and your experience may be different depending on what browser you are using.*

*Please note that you may also obtain paper copies of your medical records at any time in person, by mail or via phone by following the instructions below.*

<b>In Person</b>	Bring the completed authorization form to the Medical Records Department from <b>8 a.m. – 4 p.m.</b> Monday through Friday. A photo I.D. is required at the time of the request.
<b>By Phone</b>	Request an authorization form at <b>419-207-2552</b> or <b>1-800-257-9917, extension 2552</b> and we will mail it to your home. Faxed requests from patients or legal services will not be processed.
<b>By Mail</b>	Mail a completed authorization form to: <b>UH Samaritan Medical Center</b> <b>HIM Department</b> <b>1025 Center Street</b> <b>Ashland, OH 44805</b>

**- Instructions continued on the next page -**

## Printing Your Medical Information

1. Log in to your UH Samaritan Patient Portal account at:

<https://www.samaritanhospital.org/affiliate-access/uh-samaritan-patient-portal> using your logon ID and password.

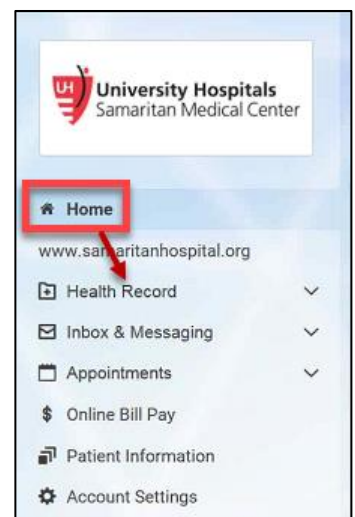
**NOTE:** If you need help with your Login ID or Password, please call 1-877-621-8014 for assistance.



Once you log in, you are directed to the Home Page.



2. In the **Home** menu, click **Health Record**.



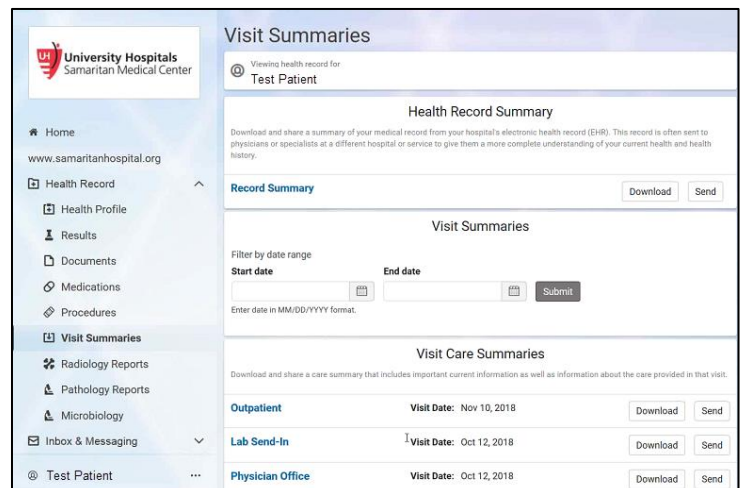
The Home menu expands to show all of the viewable categories.



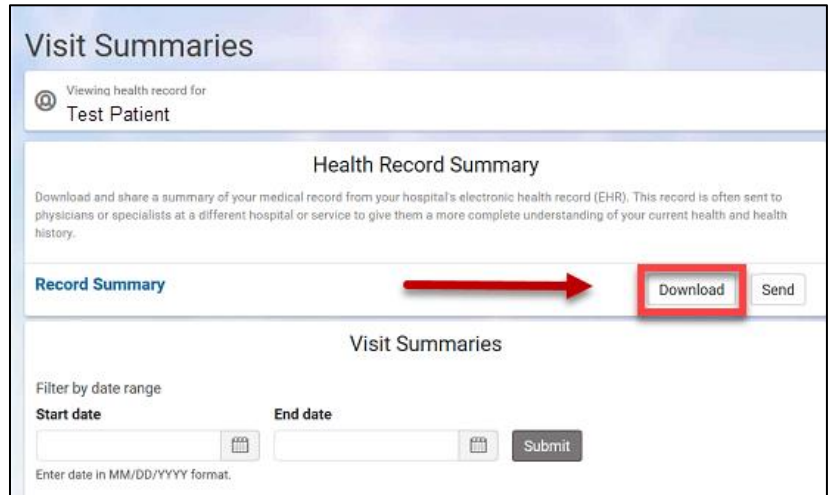
3. Click the **Visit Summaries** option.



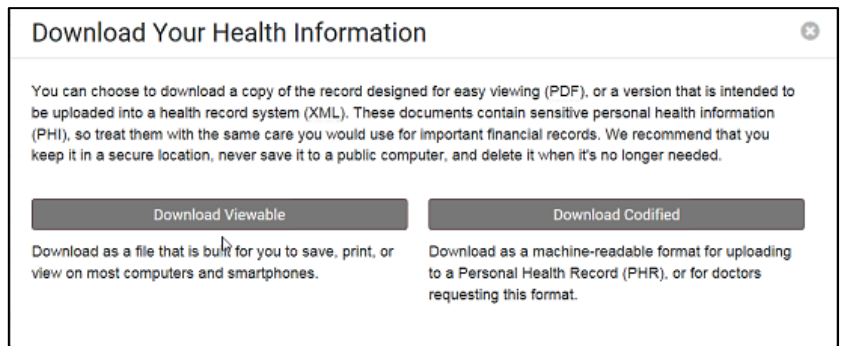
The Visit Summaries page appears.



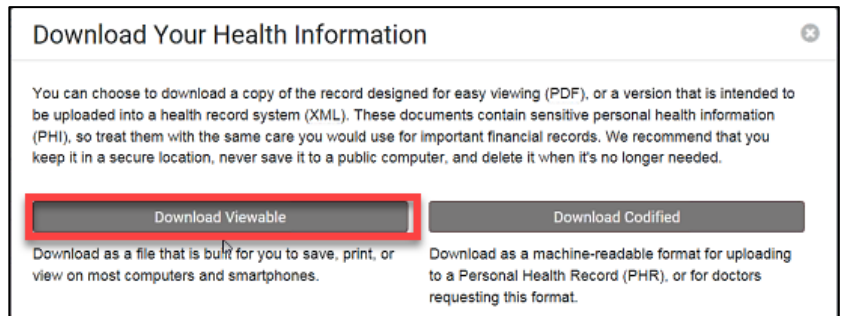
- To the right of "Record Summary," click the **Download** button.



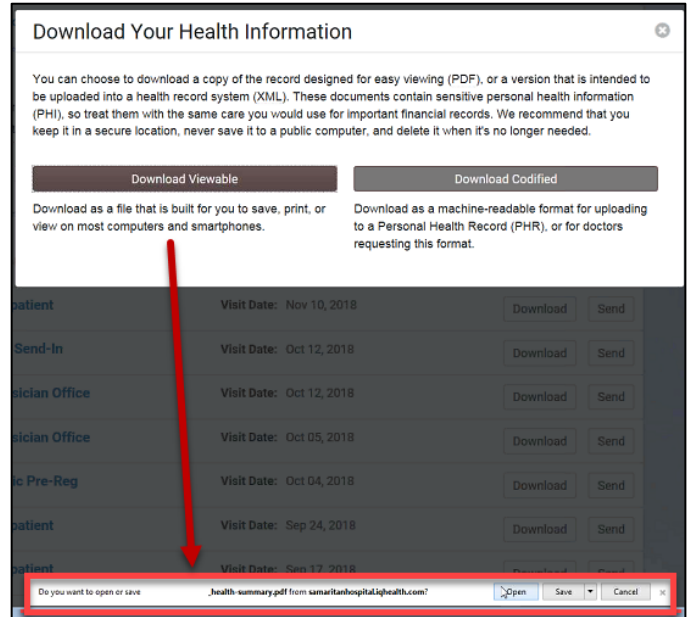
A pop-up window appears, showing two ways to download your information.



- Click the **Download Viewable** button.

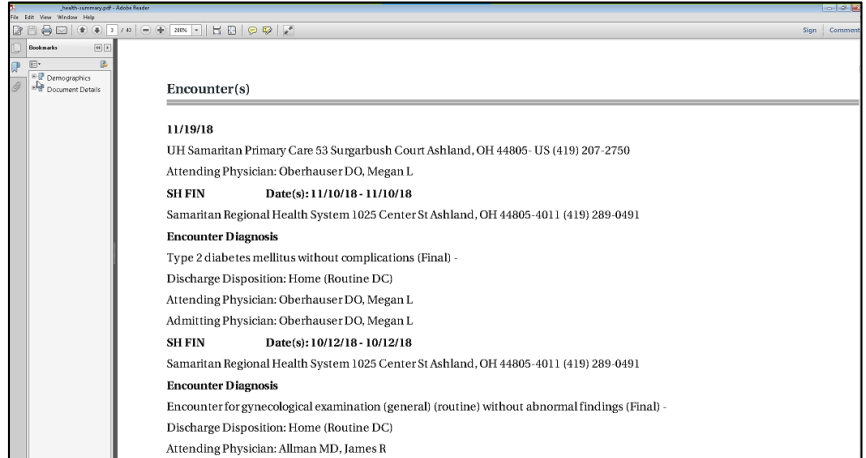


After a few minutes, a message will pop up asking if you would like to open or save the file.

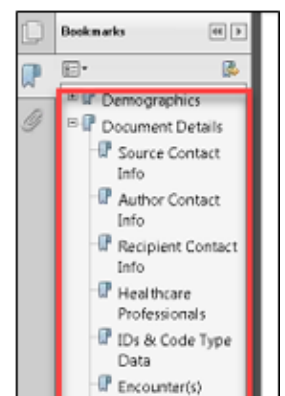


6. Click the **Open** button.

A summary document opens on your screen. It may be several pages in length, depending on the amount of information in your portal record.



You can print the entire summary or use the menu options on the left-hand side of the screen to select and print individual categories.



7. To print (or save your information on your computer), click the **printer** icon.

In the pop-up window that appears, print your documents or save the files to your computer.

