

Upload Transfer Records In MyHealth-Compass Medical

Patients with providers in Internal or Family Medicine can upload their transfer records from Compass Medical through a questionnaire feature in their new Atrius Health MyHealth account. Documents uploaded through this questionnaire will be filed and sent to the Atrius Health Medical Records team.

NOTE: For Pediatric patients, please go to the Messages activity in MyHealth and send transfer records as attachments to your Care Team.

How do I access my Medical Records from Compass Medical?

- 1. Log into your Compass Medical Patient Portal.
- 2. Click on Medical Records and then Personal Health Record.



- 3. The Personal Health Record (PHR) View opens.
- 4. Select a date range and then click **Submit**. There is no need to save each document individually. Download the entire date range and submit as one transferred record to Atrius Health.

PERSONAL HEALTH RECORD Please note that the Personal Health Record feature is not intended to provide a comprehensive view of your electronic medical record. Please contact your health care provider if you require a complete copy of your electronic health record. Generate health record for date range of From Date:* 06/01/2022 Do Date: * 06/01/2023	Dashboard > PH	HR View							
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5. Your personal health records can now be downloaded as PDF. Click the **Download as PDF** link on the top right of the page.

PERSONAL HEALTH RECOR Please note that the Personal Health Record feat of your electronic health record.	D ure is not intended to provide a comprehensive view of y	our electronic medical record. Please contact your hea	alth care provider if you require a complete cop
<< Personal Health Record	Download as PDF	Download CCDA	■Print
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Patient Details			1

6. Or, you can click the Share button on the bottom of the page to email yourself a copy of the records.

Guardian	Carl 3	
Contact info	2. Technology Drive Westborough, MA 01581, US Tel: 555-5555	
Emergency contact	Test Test	
		©Powered by eClinicalWorks

7. Select the **E-mail address** radio button and click **Submit**. A warning message displays that informs you that the selected option is an unencrypted mode of transmission.



8. Enter and reconfirm your email address. Then click Submit.



9. An e-mail is then sent with an attachment of your personal health records. <u>Please note:</u> you must save the records to your personal device first before you can upload your records to your Atrius Health MyHealth account.

Need Additional Assistance?

For password resets or general access assistance for your Compass Medical Patient Portal, please visit: <u>https://healowhelp.com/home/healowhelp.html</u>

How do I upload my records to Atrius Health?

- 1. Log into your Atrius Health MyHealth account.
- 2. Go to the Menu button and select Questionnaires.

Menu	G
Q Search the menu	ages 🖉 Test Results
My Record	*
🔆 COVID-19	cords
📑 Visits	
👗 Test Results	s from other organization
🗷 Medications	nts please go to the M
Fealth Summary	
Plan of Care	
Preventive Care	ocument
Questionnaires	
A Upcoming Tests and Procedures	

- 3. Once in the Questionnaires activity, you should see Upload Transfer Records.
- 4. Click anywhere on the highlighted area below to be taken to the questionnaire.

MyHealth Online		
😑 Your Menu 🛛 🖸 Visits 🖾 Messages 🍐 Test Results 💰 Medications		
Questionnaires		8
Optional Questionnaires		
Referral Request	Not yet answered	->
Authorization to Complete Forms or Provide Letters to Third Parties	Not yet answered	÷.
Upload Transfer Records	Not yet answered	+
Request a New PCP	Not yet answered	-

5. Click on Add a document to upload your records.

MyHealth Online
😑 Your Menu 📑 Visits 🖂 Messages 👗 Test Results 💰 Medications
Upload Transfer Records
Indicates a required field.
*Please upload your transfer records from other organizations. This is for patients with providers in Internal or Family Medicine. For pediatric patients please go to the Messages page and send transfer records as attachments to your Care Team. (i)
Add a document
Continue Finish later Cancel

- 6. Once your documents are uploaded, you can click on **Continue** to view your submission, or click **Finish Later** to save and complete at a different time.
- 7. Click **Submit** to finish and send your records.