How to Print guide on MyChart
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For printing letters:

1 Log in to My*Chart,* and from the menu select **Letters.**
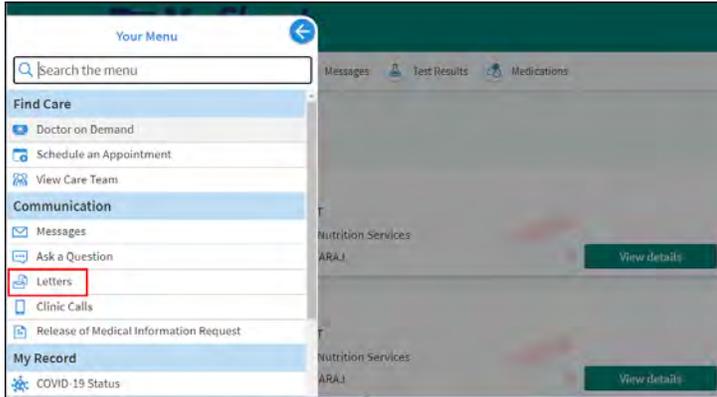
2 Select the letter to print. Example: Sick Leave
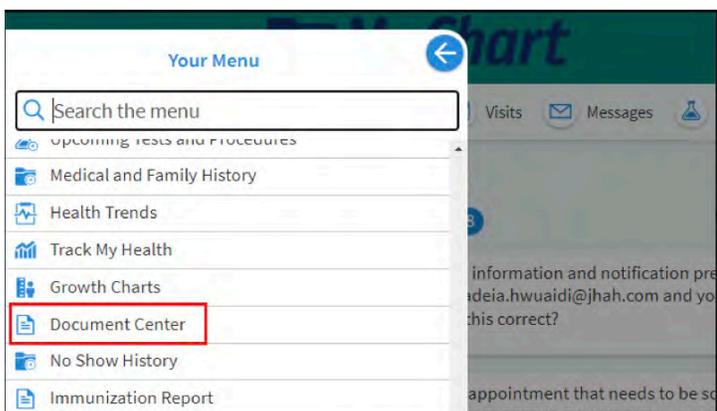
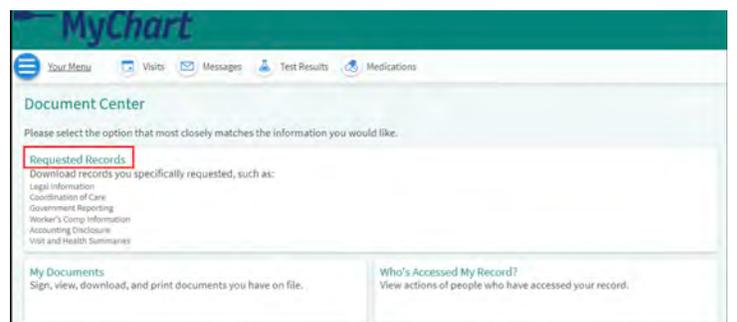**3** Click the **Print Preview** icon.

4 Click **Print This Page**

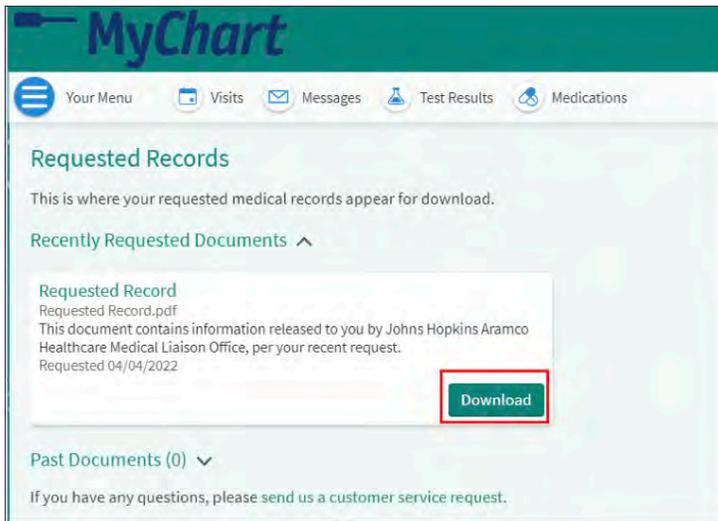## For printing released medical records:

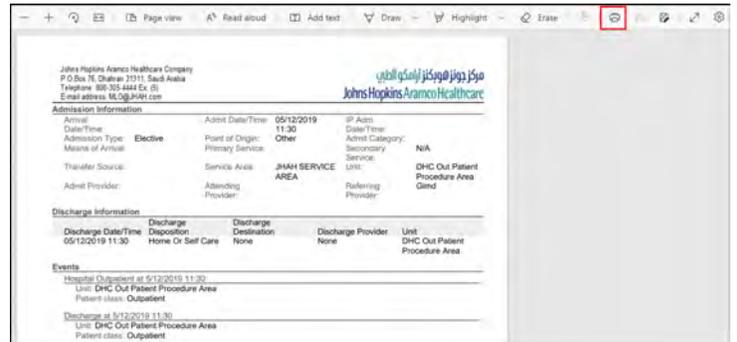**1** Log in to My*Chart,* and from the menu select **Document Center.**

2 Click **Requested Records**.

3 On the recently requested record, select the record then click **Download**.
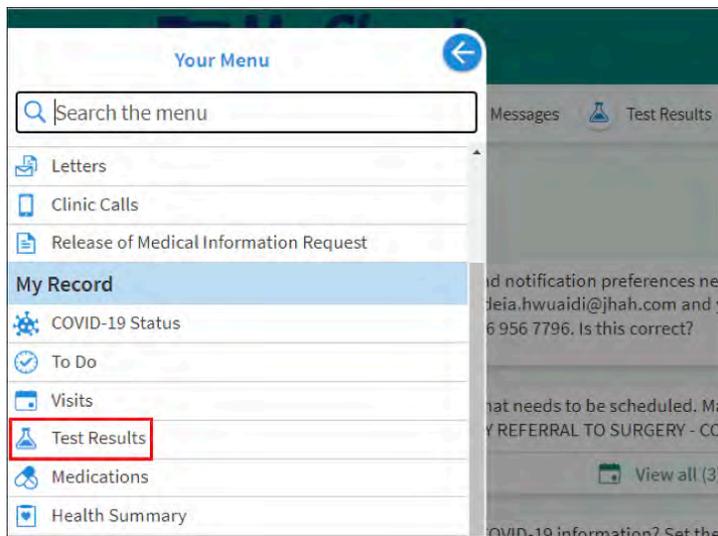

4 Open the downloaded record, then select the **print** icon.

For printing test results:

1 Log in to My*Chart*, and from the menu select **Test Results.**

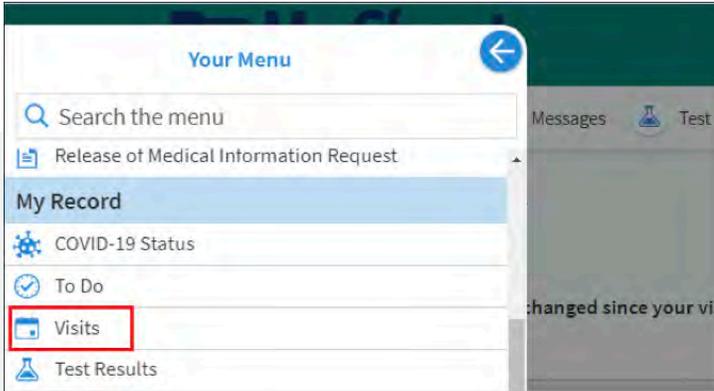**2** Select the test result to print. Example: POCT Covid-19 Test.

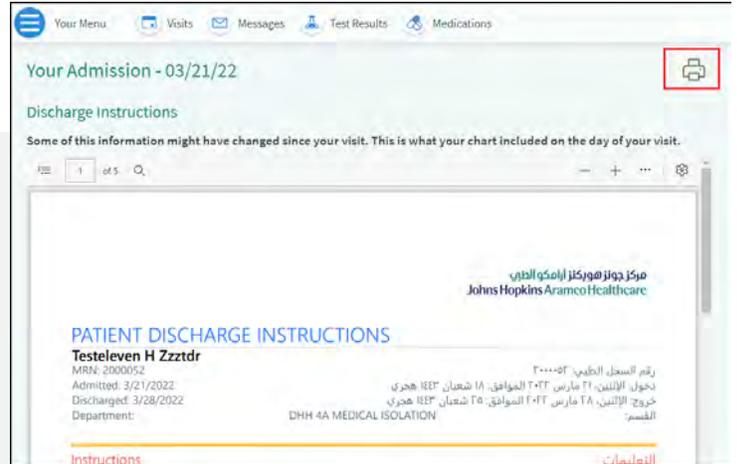**3** Click the Print Preview icon, then print the file.
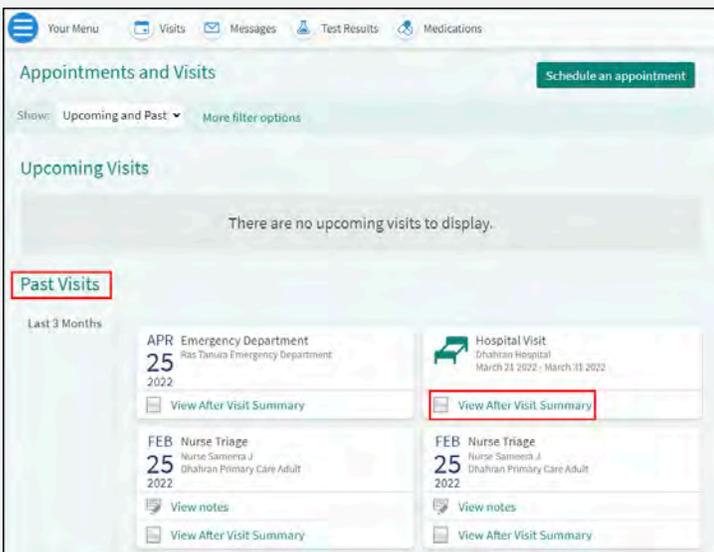
For printing after visit summary:

1 Log in to *MyChart*, and from the menu select **Visits**.

2 Under Past Visits, select the desired visit date then click **View After Visit Summary.**

3 Click the Print Preview icon.

4 Open the downloaded record, then select **Print this page**.