

Patient Portal - How to Request your Medical Record

We are excited to announce that you will now be able to request your Medical Record through this new function!

Please be aware that there is no current ability to restrict the download to a single visit or document; this function will provide you with all visits available. **This can be a significant amount of data depending on how large your record is and may take time to compile and download.** If you are looking for a specific visit or document, you can always request this by contacting the Griffin Hospital Medical Records team at 203-732-7390. Our office hours are: Monday – Friday 7a-6p, Saturday and Sunday 8-3:30pm

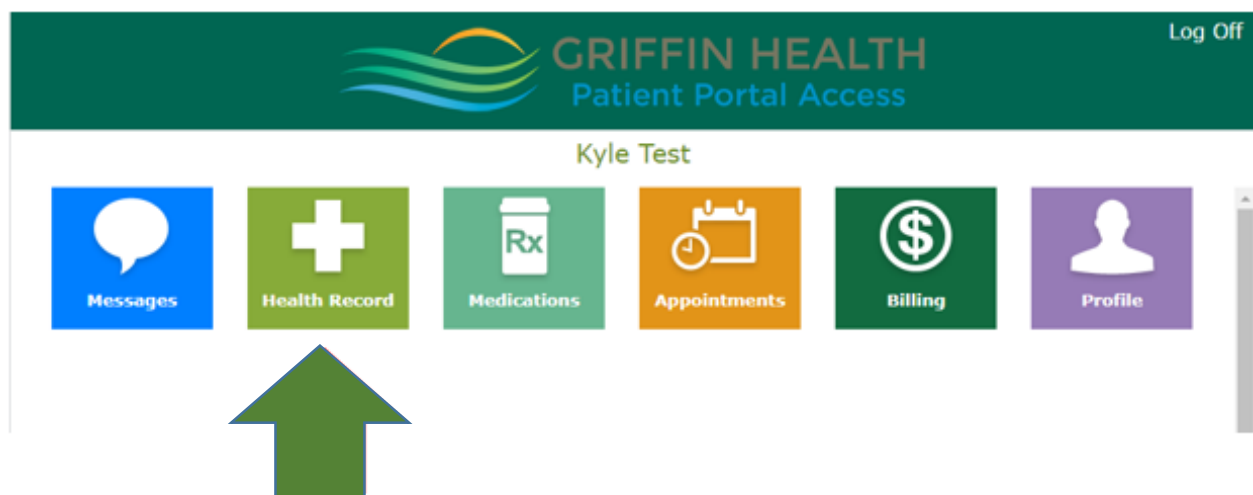
To request your Medical Record download through the Patient Portal Steps:

1. Log into your Patient Portal Account:


<https://mycare.griffinhealth.org/>

Don't have an account? You can try self-enrollment by clicking on Create Account. There are specific requirements for self-enrollment to be successful. If you are not able to create an account, you can contact Medical Records at 203-732-7390. Our Medical Records Staff can verify your information and get you connected to your patient portal


2. Once you logged on, you can click on Health Record



3. Next click on Download Medical Record

 GRIFFIN HEALTH | Patient Portal

Home | Log Off

 **Kyle Test's Health Record**

Select an item below or a button to the right to view more details. Select Health Summary to view, print or download a summary of your care. [Learn More](#)

Allergies

cat dander

dog dander

house dust

penicillin V

Penicillins

sulfamethoxazole [From Bactrim]

trimethoprim [From Bactrim]

Medications

amoxicillin-pot clavulanate 875-125 mg

amoxicillin-pot clavulanate (Augmentin) 875-125 mg

aspirin 81 mg

atorvastatin 80 mg

atorvastatin (Lipitor) 20 mg

atorvastatin (Lipitor) 10 mg

atorvastatin (Lipitor) 20 mg

buprenorphine-naloxone (Suboxone) 4-1 mg

ezetimibe (Zetia) 10 mg

Current Conditions

Acute asthma flare

ARDS (adult respiratory distress syndrome)

Atrial fibrillation

Cellulitis

Chest pain

CHF (congestive heart failure)

CHF (congestive heart failure), NYHA class I

COPD (chronic obstructive pulmonary disease)

Diabetes 1.5, managed as type 1

Diabetes insipidus secondary to vasopressin deficiency

DKA (diabetic ketoacidoses)


Hypertension


Hypotension after procedure


Hypothyroid


S/P appendectomy


Schizophrenia spectrum disorder with psychotic disorder type not yet determined


 Health Summary


 Visit History


 Results


 Medications

 Allergies & Conditions

 Reports

 Documents

 Questionnaires

 Download Medical Record

4. Next click Request Medical Record

 GRIFFIN HEALTH | Patient Portal

Home | Log Off

 **Kyle Test's Medical Record**

There is a medical record file available to download on your device. The file will be available for a limited time.

If there is information added to the patient's medical record after the last requested date & time below, you can request for a new medical record file. However, the current file will be deleted and the new request will begin to process. An email notification will be sent once the file becomes available to download.

Last requested date & time: Mon, Oct 03, 2022 at 11:40 am

Last requested by: Abby Test

File status: [Download](#)

 Back to Health Record

 Request Medical Record

 Medical Record Activity

5. Now your request is placed and you will see the status of your request on this same screen. It may take time for the system to compile your record in response to your request. You will receive an email notification when it is ready or you can log back into portal to check on status.

 GRIFFIN HEALTH | Patient Portal

Home | Log Off

 Kyle Test's
Medical Record

A request for this patient's medical record file is being processed. You will receive an email notification once the file becomes available. You will have a time limit to download this file to your device.

Last requested date & time: Tue, Oct 04, 2022 at 6:38 pm

Last requested by: Abby Test

File status: Pending

[Back to Health Record](#)
[Medical Record Activity](#)

6. When record is ready you will receive an email. **Once ready, downloads will only be available for 3 days.** Please make sure you return to portal within 3 days of receiving the email notification that the download is ready.

 Griffin Hospital TEST Portal <no-reply@griffinhealth.org>
To: Maria Brazee

Tue 10/4/2022 10:00 AM

CAUTION: This email message originated from outside of Griffin Health. Do not open attachments, click links or reply to this email, unless you recognize the sender, and know for certain the content is safe.

Dear adam test,

New items are available in your Griffin Hospital TEST Patient Portal.

You have new items. Click on the link(s) below to view.

[Medical Record Download](#)

You can log on to the Home page of your portal by accessing the link below:
[Click here to sign in.](#)

[Reply](#) [Forward](#)

7. Log back into portal and navigate same steps as request to the download page.

You will now see a download button. Click to download the files

**** Please note, this function may take time** depending on how large your file is. Do not navigate away from this page until the download is complete.

The screenshot shows the Griffin Health Patient Portal interface. At the top, there is a green header with the Griffin Health logo and the text "GRIFFIN HEALTH | Patient Portal". On the right side of the header, there are links for "Home" and "Log Off". Below the header, the main content area is titled "Adam Test's Medical Record". On the left side of this area, there is a green icon of a document. The main text area contains the following information:

There is a medical record file available to download on your device. The file will be available for a limited time.

If there is information added to the patient's medical record after the last requested date and time below, you can request for a new medical record file. However, the current file will be deleted and the new request will begin to process. An email notification will be sent once the file becomes available to download.

Last requested date & time: Tue, Oct 04, 2022 at 9:39 am
Last requested by: adam test

We are retrieving the medical record file. This may take time. Do not exit the page.
The file will be available for download once the Download button appears on the screen.

A green circle highlights the "Download" button. To the right of the main content area, there is a sidebar with the following links:

- Back to Health Record
- Request Medical Record
- Medical Record Activity

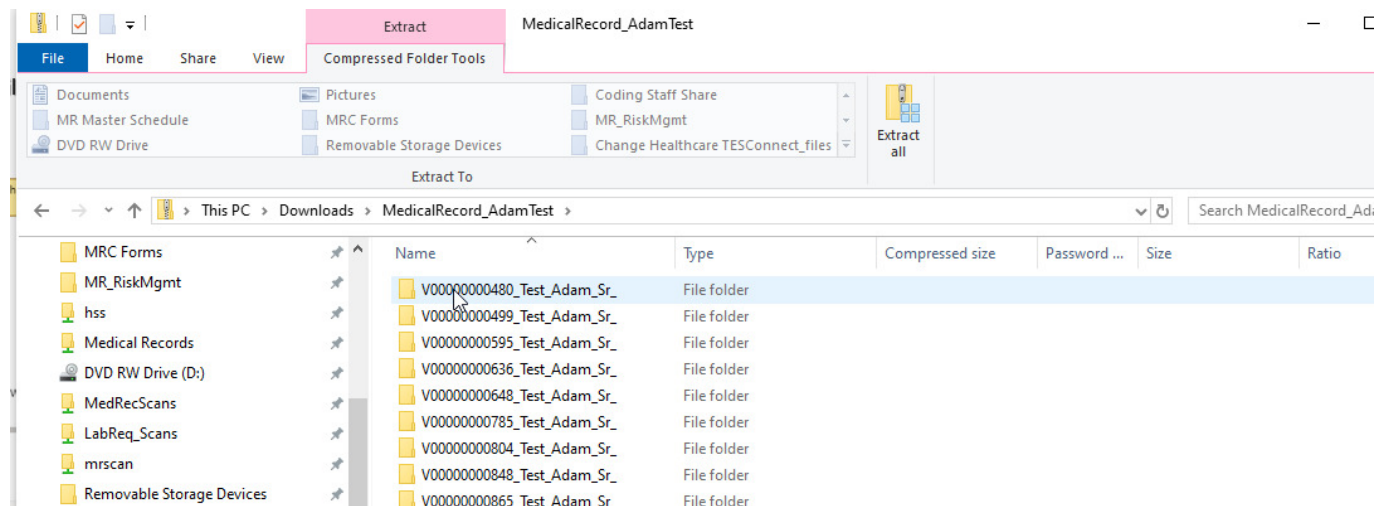
At the bottom of the page, there is a green arrow pointing left towards the download progress bar. The progress bar shows the file name "MedicalRecord_Ad....zip" and the progress "63.1/89.9 MB, 16 secs left". A "Show all" button is located at the bottom right of the progress bar.

8. Once download is complete – check your downloads folder or click on file to open.

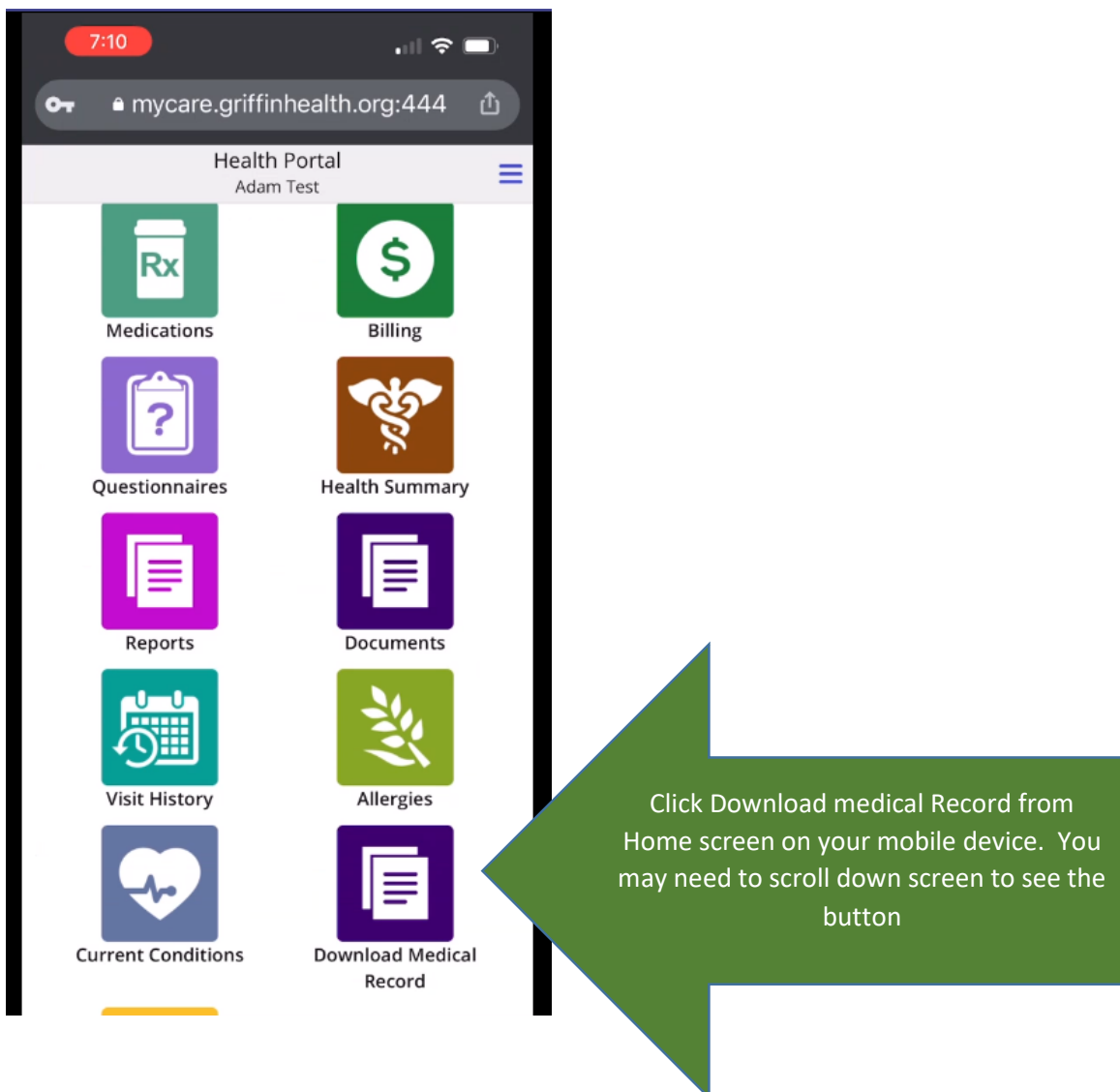
The screenshot shows the Windows "Downloads" folder. At the top, there is a search bar with the text "Search Downloads". Below the search bar, there is a table with the following columns:

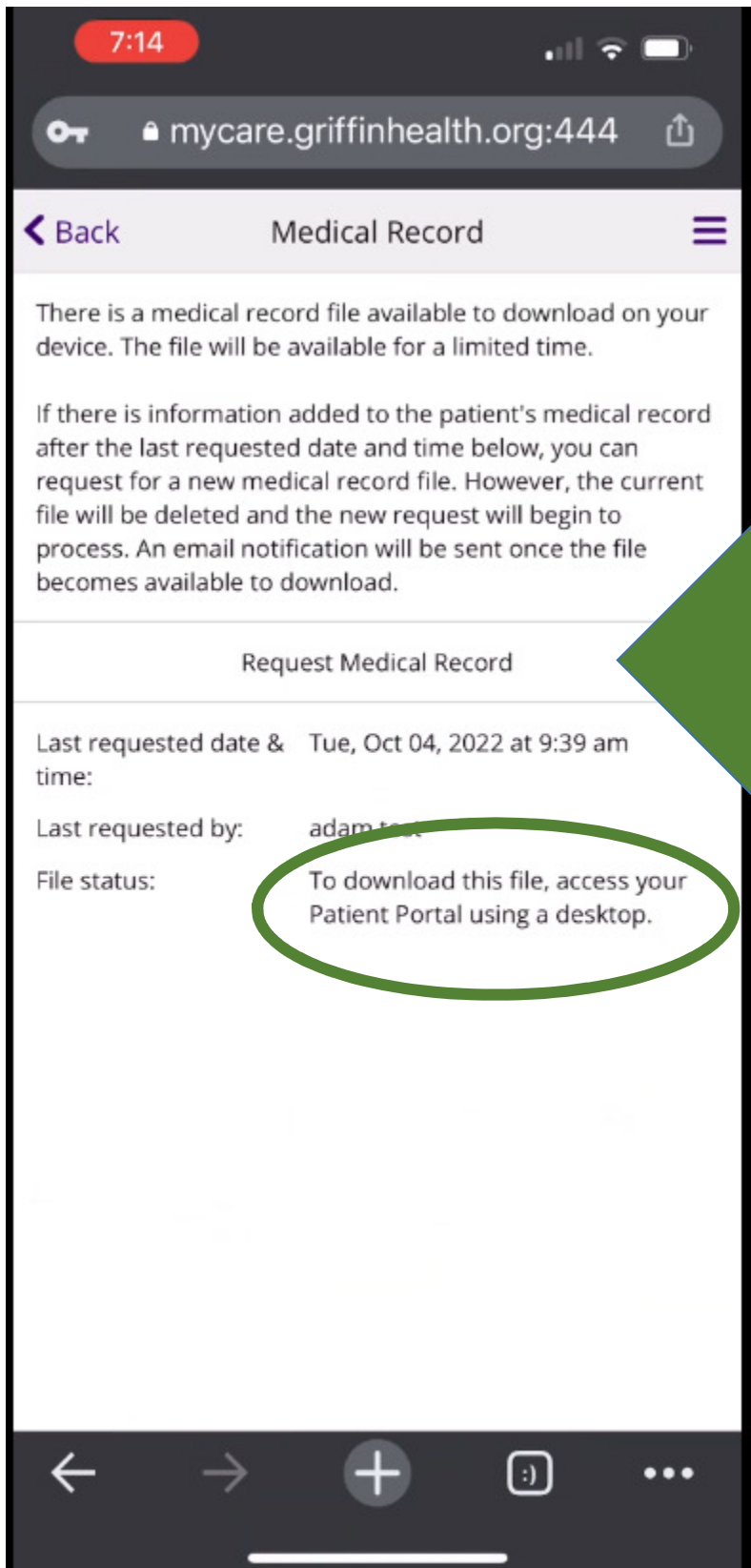
Name	Date modified
Today (5)	
MedicalRecord_AdamTest	10/4/2022 6:55 PM

9. Now you can open your chart visits and click into each of the documents to review:



You can request the download from a Mobile device, but you will be directed to log in from a desktop computer to actually complete the download





Click Request Medical Record to submit request.

Once you receive the email to let you know that the download is ready – Log into a desktop PC to complete the download.