

YOUR PERSONAL HEALTH RECORD

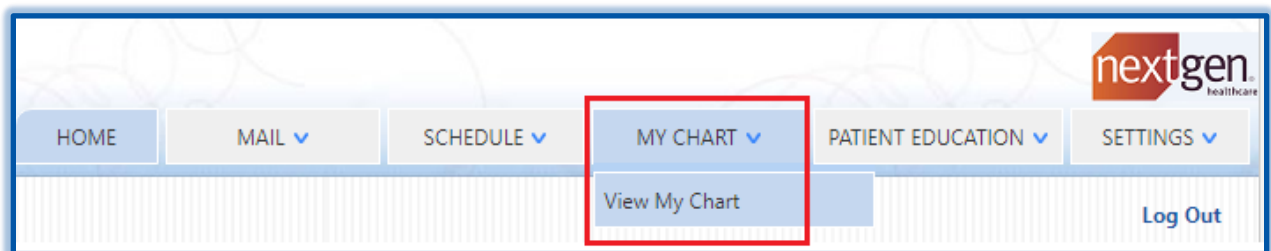
A Patient Health Record (PHR) is a document that contains information from your chart. It can include medications, conditions, lab results, immunizations, procedures, family and social history, and more information.

You can perform any of the following:

- View your clinical data recorded at BVCHC
- Request your PHR
- Download and save your PHR
- Save your PHR to a CD or USB flash drive

VIEWING YOUR CHART

1. On the NextGen Patient Portal home page, click **My Chart** on the top right of the window, and then click **View My Chart** from the drop down menu.



2. Click a chart item on the left to view the details of that item.
The following table provides a description of the various sections of a patient’s chart:

Chart Item	Displays
Visits	The provider name, encounter type, and medications from the latest visits.
Allergies	Names of the substances the patient is allergic to, reactions, severity, and the status of known allergies.
Medications	Medication names, instructions, dosage, effective sate, status and comments.
Conditions	Names of conditions, effective dates, last related visit, and status of the health condition.
Results	Test names, practice name, collection date and lab results. Click on the Details link or the row to view the result details.
Vitals	Vital signs, vitals date taken, and measure results of all vitals recorded.
Immunization	Immunization names, date, comments, and status of the immunization ordered.

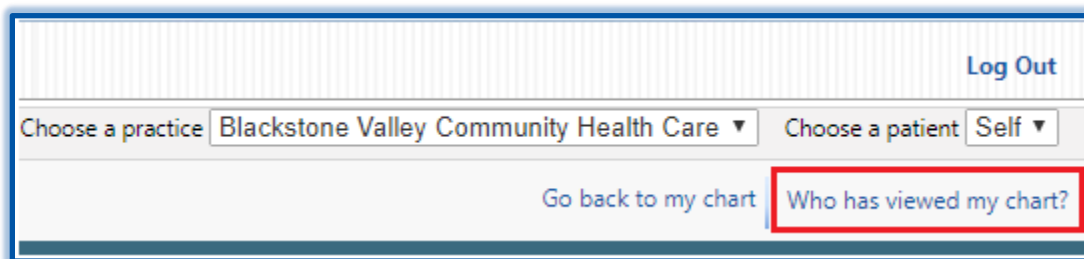
Procedures	The date and names of any procedures performed at the practice.
Medical Equipment	The medical description, devices, universal device identifier, and start date for any medical equipment used.
Insurance	The name, insurance type, covered party ID, and payer group ID of your health insurance.
Social History	The type, description, quantity, and date captured of any social habits.
Family History	The names of the family members along with diagnosis, age at onset, and status of family's medical history.
Advanced Directives	The advanced healthcare directives, results, and effective date recorded.
Instructions	The instructions for the patient from the provider.
Referral Reason	N/A. Displayed only on the PHR.
Plan of Treatment	The date, type, action and status of the plan of care recorded at the practice.
Goals	The date, type, action and status recorded for goals set by the provider or the patient.
Demographic Info	Patient name, date of birth (DOB), gender, ethnicity, and preferred language entered at the practice.
Functional Status	N/A at the BVCHC practice.

3. Click **Download and send my chart** on the top right hand side of the page to save your chart onto your device as a PDF document. For more information on downloading and sending your chart details, see *Download My Chart* below.

WHO VIEWED MY CHART?

You can view activity log such as logged in username, clinical history, event description and event date for your Patient Portal account.

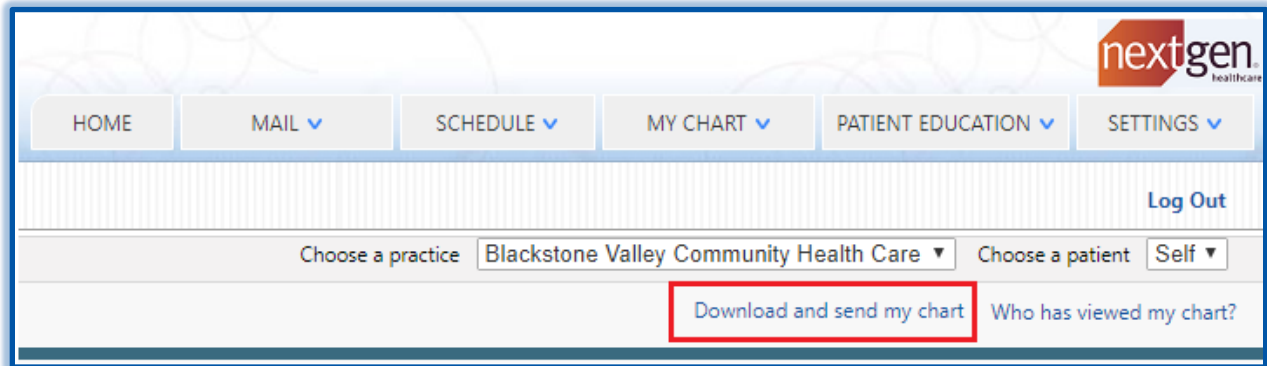
1. From **My Chart**, click on **View My Chart**
2. On the right hand side click on the **Who has viewed my chart?** hyperlink.



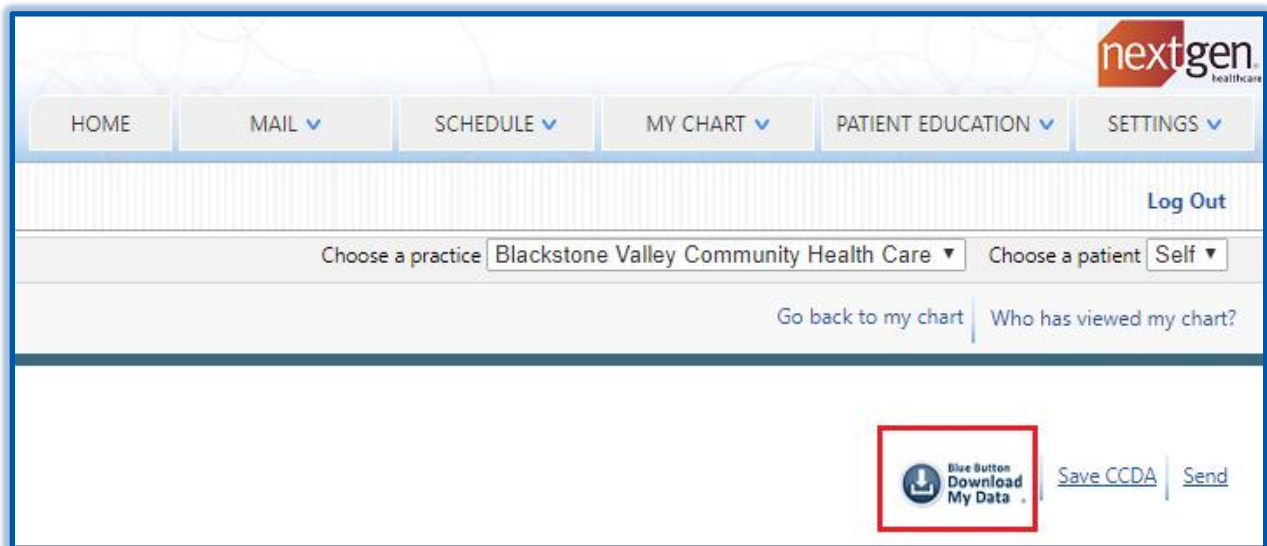
DOWNLOAD MY CHART

In order to view and download your PHR you must have Adobe® Acrobat® Reader installed to your device.

1. From **My Chart** click **View My Chart**.
2. Click **Download and send my chart**.

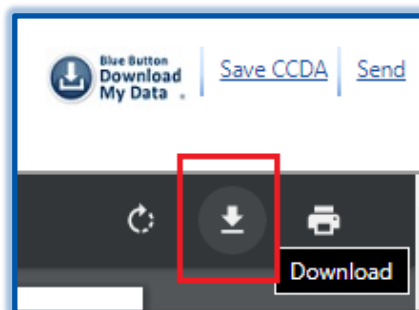


3. On the left side under **Chart revision date**, you will see a list of visits you have made to the practice. Select a date to save that visit.
4. Click the **Download my data** icon on the right hand side.



Save Your Chart as a PDF document

1. After clicking on the **Download my data** icon, click on the **Download and save** button that pops over chart.

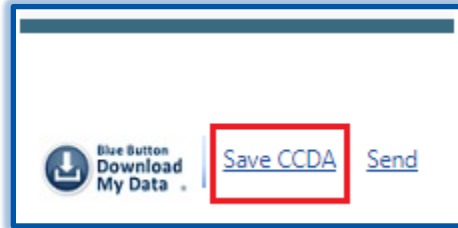


2. Choose a location where you would like to save your chart. This can be directly on the device or on a connected external device such as a USB Flash drive or a CD/DVD.

Save Your Chart as a C-CDA (XML) document

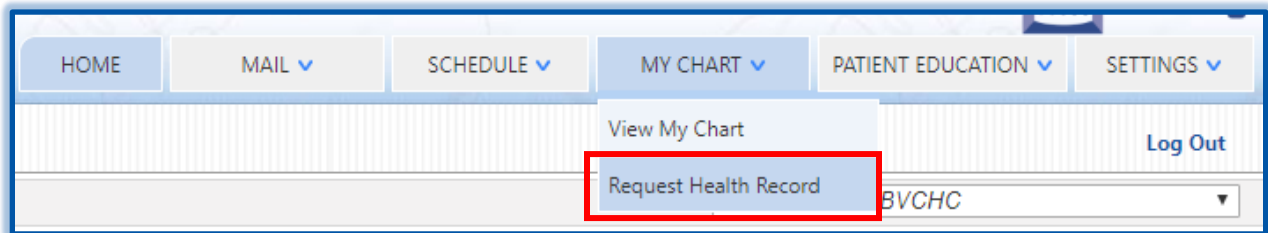
A C-CDA (Consolidated Clinical Document Architecture) document is similar to a PHR, but it uses a healthcare industry standard to organize information as well as a different format. You can take this file to other practices or healthcare entities and they can import the information from this file into their system.

1. Click on **Save CCDA** next to the button to download your data then choose a location to save it.



REQUEST YOUR PHR

1. From the My Chart drop-down menu, click Request Health Record.



2. From Chart Date, select the date range based on the following options:

All	Request your full PHR dating back to the beginning of your history BVCHC.
Last 30 days	Request your PHR for the last 30 days.
Last 60 days	Request your PHR for the last 60 days.
This Year	Request your PHR for the current year up to the date.
Previous Year	Request your PHR for the full previous year.
Custom	Customize the date range between from and to dates.

3. Once you click Submit, it will take a few hours to receive your PHR. You will receive an email when your PHR becomes available.

If you experience any problems with the NextGen Patient Portal, please contact our practice at 401-312-5233 or patientportal@bvchc.org.