

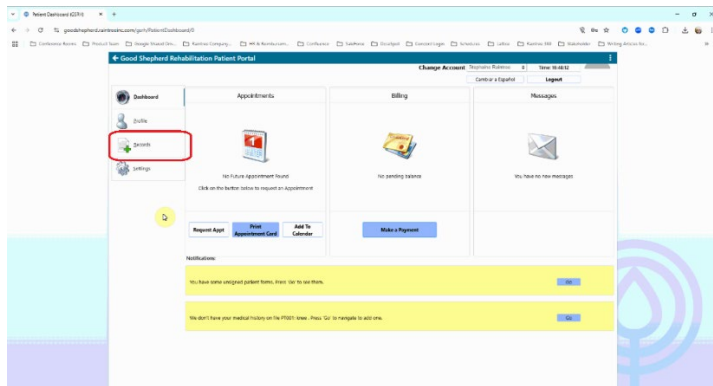
How to Print Visit Summaries from the Patient Portal

1. Log in to the Patient Portal

Open the Patient Portal on your browser.

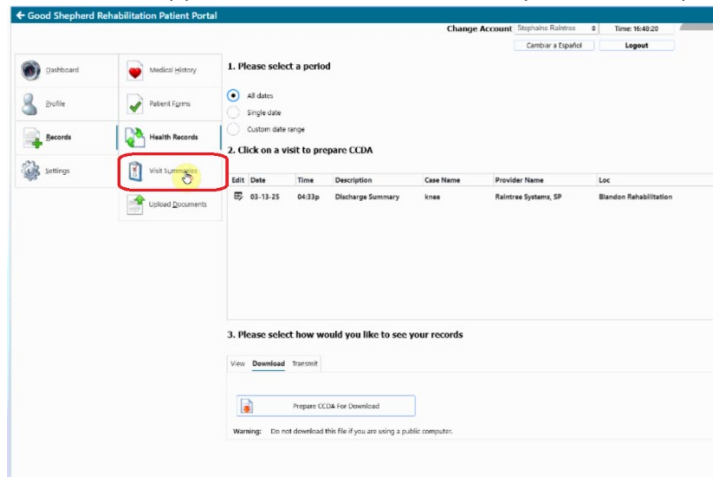
2. Go to Records

On the left side of the screen, click on the “Records” icon.



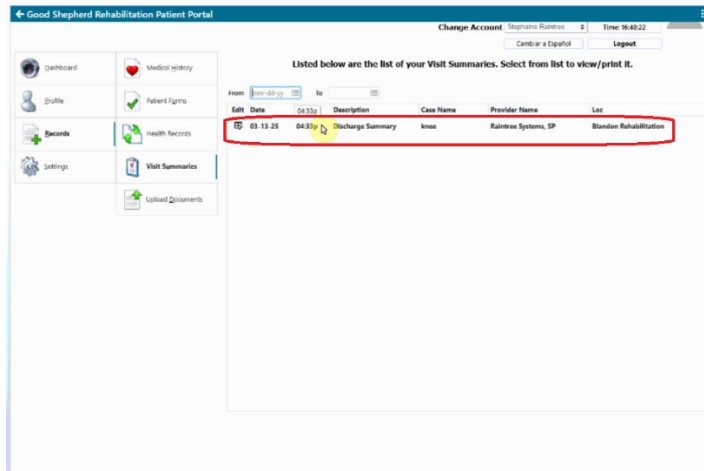
3. Select Visit Summary

A menu will appear. Click on “Visit Summary” from the options.



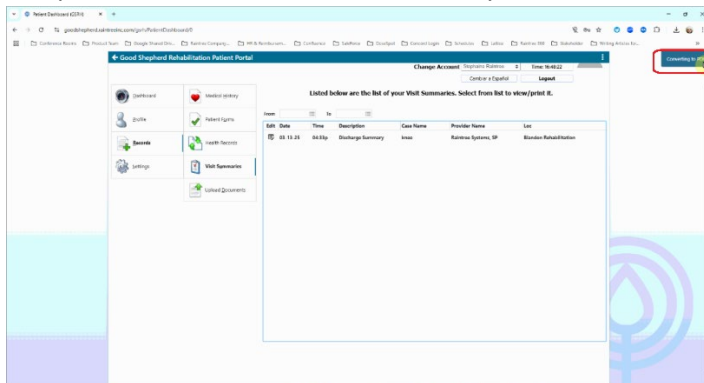
4. Choose the Visit Summary

A list of your Visit Summaries will appear. Find the one you want to print and double-click on it.



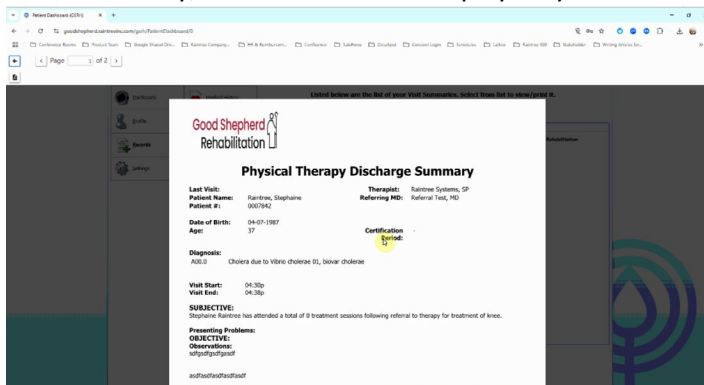
5. Wait for the PDF to Load

The portal will convert the Visit Summary into a PDF. This may take a moment.



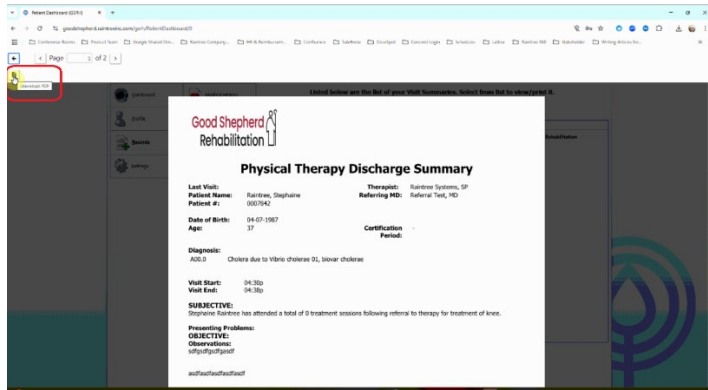
6. Document is Ready

Once it is ready, the document will display on your screen.



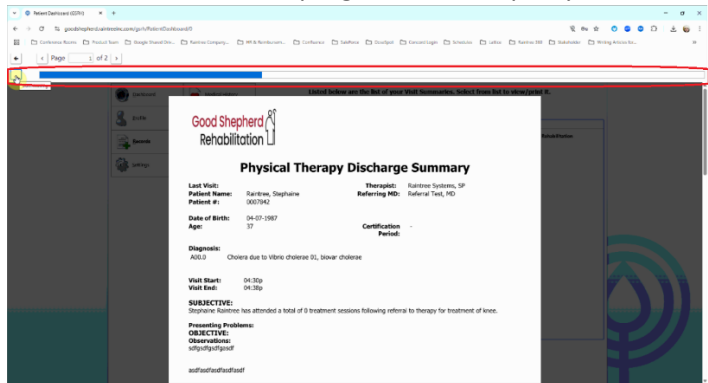
7. Download the PDF

Click the “Download PDF” button in the top left corner.



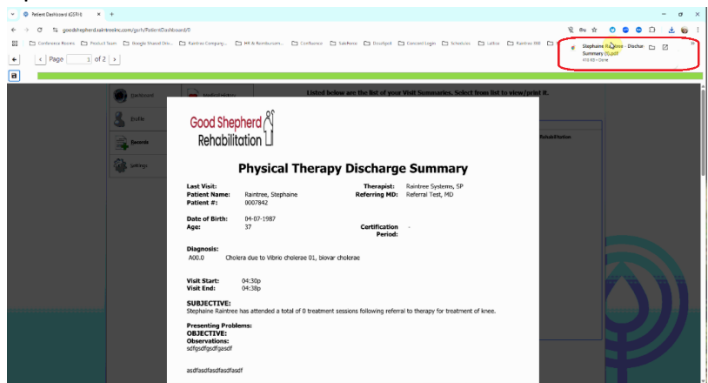
8. Track the Download

You'll see the download progress at the top of your screen.



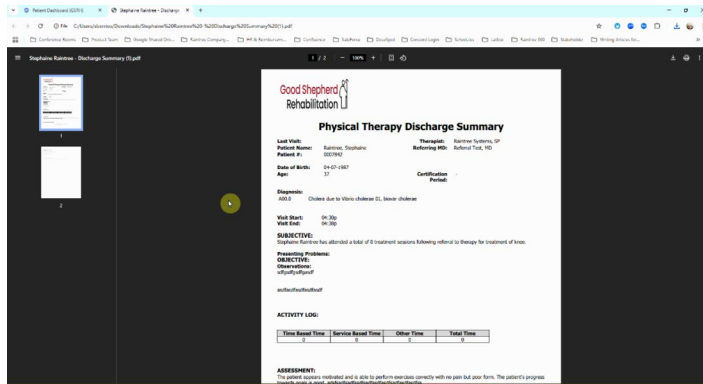
9. Open the Downloaded File

When the download is complete, the banner at the top will turn green, and you can click on the link to open the PDF.



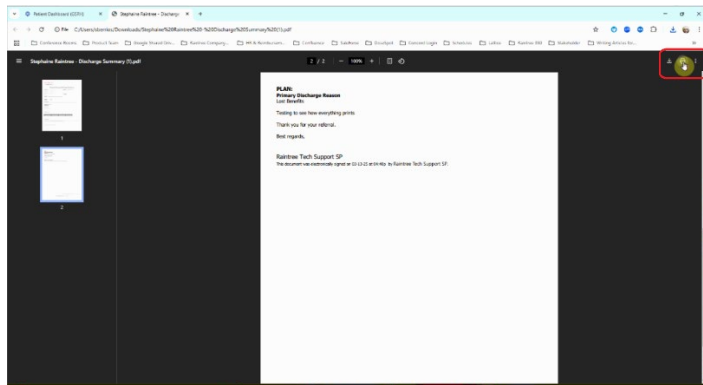
10. Downloaded File Displays

Your downloaded PDF is now visible.



11. Print the Document

With the PDF open, click the printer icon in the top right corner to print.



13. Select Print Settings

Choose which pages to print and whether you want to print in color or black and white. Then click "Print."

