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OVERVIEW

MyChart provides you with online access to your medical record. It can help you participate in your healthcare. From MyChart, you can see information including:

- All non-sensitive notes are automatically shared to MyChart (this does not include notes needing a cosignature)
- Vital Signs
- Test results (Abnormal results are shared to MyChart after a 3 day delay)
- Allergies
- Medical History
- Immunizations
- Implants
- Requested Releases of Information
- Medications (that were prescribed at discharge)
- AVS (After Visit Summary)
- Upcoming Tests or Procedures
- Scanned Documents



MYCHART

SIGNING UP FOR MYCHART

Patients can obtain MyChart access at any time. A personal activation code will be available from the **AVS** (After Visit Summary) at discharge that can be utilized to set up a patient account within two weeks. You are also able to contact the **MyChart Requests Team** at <u>MyChartRequests@selectmedical.com</u> or by phone at (717) 409-7688 to receive an activation link by email.

To sign up for or access your MyChart account, you can utilize your web browser or you can utilize the MyChart mobile application.

USE YOUR ACTIVATION CODE TO SIGN UP

- 1. Navigate to the MyChart login page
 - Mobile App: Patients/proxies can download the app by searching "MyChart" on the App Store or Google Play. You would then search "Select Medical" to add the organization.
 - Web Browser: Access <u>https://mychart.selectmedical.com</u>
- 2. Under the New User? section, click Sign up/Sign Up Now

Select MyChart
Username Forgot Username?
Password Forgot Password?
Remember Username
Log in
Sign up



- 3. Enter your activation code and other personal verification information
 - Email address
 - Date of birth





- 4. Set up Two-Step Verification
 - Two-step verification allows us to keep your account secure even if somebody knows your password. After turning on this security feature, when you log in from a new device we will ask you for an additional verification code. This will help make sure only you have access to your account.
 - Though we don't recommend it, you can turn off two-step verification by clicking **Skip for now** towards the bottom of your screen
- 5. If you choose to set up Two Step Verification click Continue
- 6. Verify Your Identity through email
 - Click **Continue**
- 7. A code will be sent to the email you specified
 - Copy and paste that code into the Enter Code field
- 8. Click Verify
- 9. On the following page you will choose a Username & Password
 - All of these items should be something that is not easy to guess but something you will remember
 - We recommend writing down what you choose for both fields
 - You will not be able to change your username without assistance from the MyChart Requests team

Select MyChart

Choose a Username & Password

All fields are required.

Create a MyChart username. You will have to contact your MyChart help desk at your Select Medical Hospital if you ever need to change it, so think of one that is secure and easy to remember.



Please enter a username.

Create a password. Your password must be different from your MyChart username. For increased security, use a combination of numbers and letters (lowercase and uppercase).

* Password	
* Retype password	
Next	

10. Select your preferred notification methods



- Email notifications will be enabled by default
- You will also have the ability to enable text message notifications

11. Click Sign In

Enable email n	otifications?
When new information	ation is available (such as test results or messages), we will send a notification to your email address.
Yes No	
Your email addres	s will be used only for notifications. We will not share your email address with anyone.
*r - 11	
* Email address	electmodical c
tommites@se	
* Retype email ad	dress
tommiles@se	ectmedical.co
F. H. L.	
Enable text me	essage notifications?
When new informa	ation is available (such as test results or messages), we will send a text notification to your mobile phone.
Yes No	
Your mobile phone	e number will be used for notifications only. We will not share your mobile phone number with anyone.
Mobile phone nun	nber
Retype mobile pri	one number
_	
Sign In	

12. Accept the Terms and Conditions of Use

WHAT IF I DON'T HAVE AN ACTIVATION CODE?

Contact the **MyChart Requests Team** at <u>MyChartRequests@selectmedical.com</u> or by phone at **(717) 409-7688** to receive an activation link by email.

- **1.** Navigate to your email inbox
- 2. You should have received an email from <a>EpicNotifier@selectmedical.com
 - Click Access MyChart

Signup information for MyChart	
EpicNotifier@selectmedical.com To ® Rosepink, Tory M. Retention Policy Entire Mailbox 13-Month (1 year, 1 month) ① Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this	message. Expires 7/24/2025
	Select <i>My</i> Chart
	Hello String, Please click the link below and follow the instructions to securely activate your MyChart medical record.
	•
	Access MyChart
	Please email MyChartRequests@selectmedical.com or contact our MyChart Requests team at 717-409-7688 for assistance. Remember, MyChart is NOT to be used for urgent needs. For medical emergencies, dial 911.



- 3. Choose a Username and create a Password
- 4. Enter your Date of birth
- 5. Click Submit

MyChart Signup	
* MyChart username	
* Create password	Show
Must contain at least: • One lowercase letter. • One uppercase letter. • One number. • One special character.	
*Date of birth // 	
Submit	

NOTE: In some instances, you may have the ability to activate your Select MyChart Account without HIM intervention. This is possible through MyChart functionality called Happy Together. For this to be a possibility the following conditions have to be true:

- You must have an active MyChart account at an external organization
- You do not have a previous Select Medical MyChart account
- You are admitted to Select Medical
- There is an active Care Everywhere connection with the external organization with which you have a MyChart account

If all of the above conditions are met, the you will see the below message on your MyChart homepage which will guide you through linking your accounts and eventually activating your Select Medical MyChart account:



PROXY ACCESS

Proxy access allows a family member or guardian to log into their personal MyChart account, and then connect to your health information. To request proxy access for your medical record via MyChart, the proxy can take the following steps:



- Contact our MyChart Requests team at <u>MyChartRequests@selectmedical.com</u> or by phone at (717) 409-7688 for the Patient Access and Authorization Form for Proxy or you can download the Patient Access form below.
 - Patient Access Form English
 - Patient Access Form Spanish
- Return the completed Patient Access form by email at <u>MyChartRequests@selectmedical.com</u> or by fax to (717) 980-2370.
- 3. We will review the request, and the proxy will receive an email from EpicNotifier@selectmedical.com with a link to set up an account.

NOTE: When a patient is discharged as deceased, the patient and any associated proxy accounts are automatically inactivated. If you had proxy access to a MyChart account of a patient that has passed away, please reach out to the MyChart Requests team at <u>MyChartRequests@selectmedical.com</u> or by phone at (717) 409-7688 to reactivate your proxy account.

LOGIN TO MYCHART AND VIEW YOUR RECORDS

On the Login page, enter the username and password you just selected and click **Sign In.** After logging in, you will be brought to your home screen.

						" Epic	Switch -
	We	lcome, S	amwise	! @			
Visite	Tast Pasults	Medications	Health	Medical and	Document		
	Visits	Visits Test Results	Welcome, S Wisits Test Results Medications	Welcome, Samwise Image: Second state Visits Test Results Medications Health Summary	Welcome, Samwise! Image: Comparison of the symbol Visits Image: Comparison of the symbol Image: Comparison of the symbol Visits Test Results Medications Health Summary Medical and Family History	Welcome, Samwise! Image: Comparison of the symptotic content of the symptot content of the	Visits Test Results Medications Health Summary

From the Menu button, you can navigate throughout all of MyChart, accessing your care team, your record, share your record, view any upcoming tests or procedures, view any scanned documents, explore extra resources, and see your account settings.



• **Visits** shows you both upcoming visits as well as all past visits. From here you can also view notes placed by your physician.





• **Test Results** will display all of your laboratory results automatically. Any abnormal results will appear three days after they are completed. You can search and filter your results. If you need a copy of past test results, select the specific test result and select the Download tab to save a pdf copy of your previous results.

Test Results					
Search test results			x Q	Settings and filters	^
Individual Results Showing 2 of 2				Show hospital results?	
CBC Nov 20, 2024		Inpatient, A Physician Te	ttending est		
ARTERIAL BL GAS (INTERF)	OOD Abnormal ACED)	Inpatient, A Physician To	ttending est		0
	Fest Results List ARTERIAL BLO Collected on Novemb Lab tests - Blood Inpatient, Att Nov 1, 1:37 PM Tory Testing Results Creatinine Normal range: 1.5 - 1.9 1.5	OD GAS eer 1, 2024 12:21 PM (Blood, Arterial ending Physician Te View trends 2 Abnormal 1.9	LDL Cholesterol Normal range: 200 - 2 200	View trends 35 mg/dL 40 Abnormal	
	← Test Results I CBC Results	ist	Č		

• **Medications** will display the patient's home medications and medications at discharge. The MAR is not available but can be released to MyChart but an HIM representative.

docusate 50 MG/5ML enteral liquid Commonly known as: COLACE ④ Learn more ₹
50 mg once a day.
Prescription Details Documented by Inpatient, Attending Physician Test
Remove
ibuprofen 100 MG/SML suspension Commonly known as: MOTRIN ① Learn more ₹ 5 mg/kg every 6 (six) hours as needed for mild pain (1 - 3).
Prescription Details Documented by Inpatient, Attending Physician Test
Remove



 Document Center houses any scanned documentation along with any records you have requested that were delivered to MyChart.

Document Center						
View, Download, or Send Visit Records These include details such as: Health Issues Medications Allergies Immunizations Plan of Care	Requested Records Download records you specifically requested such as: Legal Information Coordination of Care Government Reporting Worker's Comp Information Accounting Disclosure Visit and Health Summaries					
My Documents Sign, view, download, and print documents you have on file.	Who's Accessed My Record? View actions of people who have accessed your record.					

 Health Summary shows you a succinct view of current health issues, medications, allergies, and immunizations that you have on file. This area will also display Recommended Actions, Quick Links, and Health Goals you can edit.

While you are in the hospital or ER, your care team wil so. Ask your care team if you have questions.	I help with medications and daily care reminders. Do not take any me	edications listed here unless your care team instructs you to d	0	
🌏 Medications	Current Health Issues	Recommended Actions		
	Acute (sudden onset) on top of chronic (long term) heart failure that occurs caused by the inability of the ventricle (lower heart chamber) to relax properly	•		
No medications on file.	Type 1 diabetes (high blood sugar disease) caused by lack of insulin	Nothing new to show.	_	
🕭 Go to Medications	Go to Health Issues	Quick Links		
		Visits -	\rightarrow	
Ø My Health Goal	🍀 Allergies	Sharing Hub -	\rightarrow	
Ø	Cat Hair/Dander Reactions: Hives, Itching			
You have no health goals shared with your care team. Sharing a health goal with your care team can help them discuss your plan of care with you at future visits.	Tree Nut Reactions: Swelling, Rash			
+ Add goal	🍪 Go to Allergies			
Immunizations				
Hepatitis A Dates on file: 01/17/2024				
Influenza LAIV (Nasal) Dates on file: 07/22/2024				

 Medical and Family History will display Medical History on file. This includes Medical History, Surgical History, Family Medical History, Family Status, Social History, and information regarding Tobacco and Alcohol Use.



Medical History				
Diagnosis				When
Heart disease				
Persistently higher than normal blood pr	essure caused by an unknown c	ause		
Type 2 diabetes (high blood sugar diseas	e) caused by insulin resistance			
Headache				
Surgical History				
Procedure		When		
CARDIAC SURGERY		02/20/	2019	
Family Status				
Family Member		Conditions		
Mother		Hypertension Cancer		
Father		Heart disease		
Sister		Alcohol abuse Asthma		
Social History				
Smoking Tobacco Use: Former	Smokeless Tobacco Use: Never		Alcohol Use: Yes	
Smoking Tobacco Types: Cigarettes	Smokeless Tobacco Types		Standard Drinks / Week: 3	
Smoking Tobacco Quit Date: 1/1/2020				

• **Track My Health** will allow you to review you health trends for Blood Pressure, Temperature, Pulse, Respirations, Height, Weight, and BMI.

← Back to Track My Health Vitals Vitals from health logs and past visits appear I	nere. Readings cannot be added or modified.
Filters Show readings from: Image: Show reading from: Image: Show readings	Most Recent Day Week Month Custom May 30 - Jun 6, 2024 S Blood Pressure • Syster: • Diastolic 100 90
Clear selections	80 Thu Fri Sat Sun Mon Tue Wed Thu Jun 6 Data table ↓ View all readings
	Temperature 99.4 99.2 99 99 98.8



REQUESTING AND DOWNLOADING YOUR HEALTH RECORD

If you've requested your medical records from MyChart, they will be sent to MyChart in the **Document Center.**

1. Click Request Health Record.

😑 Menu 🏠	Select MyC	'hart'			M <u>yCha</u> rt * Epic	🕲 - 🖸 🤇	Clindoctwo 🝷	₿
	0	Welc	ome, Cli	ndoctw	o! 🕸 冒	2		19
ά	Visits	Test Results	Medications	Health Summary	Medical and Family History	Request Health Record	-	

2. Within the Send to dropdown, select Select Medical Record Request.

Request a Copy of Health Record

Request your health record from your healthcare provider by answering a few questions. This request requires processing by your healthcare organization and might take a few days. Once you receive the release of information, it will be available to download for 14 calendar days.

Submit a new request for a copy of your health record

*Indicates a required field.

From which organization are you requesting medical records?

If you are requesting records from a Select Medical hospital, select **Select Medical Record Request**. If you are requesting records from a Concentra Outpatient location, select **Concentra Medical Record Request**.

*Send to

Concentra Record Request

Select Medical Record Request

NOTE: "Who should we send this record to?" will default to Me. We do not allow sending a copy of your record to someone else through MyChart. Please contact Select Medical Health Information Management Shared Services to start a request by email: <u>smchealthinformation@selectmedical.com</u>, fax: 717-635-4842, or phone: 717-920-4016.

- 3. Select a **Date range** or choose to request information from **All available dates**.
- 4. Select the information you would like included within the request.
 - Hover over each option to learn more about it.
- 5. If you would like for **Psych/Sensitive** notes to be included, select that option.

*What dates d	o you want informatio	n from?			
Date range	All available dates	J			
93					
*What inform	ation do you want inclu	uded in the record?			
All Records What is this?	(✓ Include			
History & Phy What is this?	vsical	Include			
Discharge Su What is this?	mmary	Include			
Notes What is this?		Include			
Click to inclu & Physical, I notes, nursi	ude all notes in your re Discharge Summary, pr ng notes, therapy notes	quest. This selection in ogress notes, procedu s, and other notes.	cludes a History re notes, consult		
What is this?		include			

- 6. Click Continue.
- 7. After reviewing your request, click I agree to accept the Consent for release of information.
- 8. Click Send request.

Consent for release of information

I hereby authorize the release of my records consistent with this request and understand that information disclosed according to this request may no longer be protected by federal privacy law.

The information authorized for release may include records which may indicate the presence of a communicable or venereal disease which may include, but is not limited to, diseases such as hepatitis, syphilis, gonorrhea, and the human immunodeficiency virus, also known as Acquired Immune Deficient Syndrome (AIDS).

I understand that:

- 1. If the person or entity that receives the above information is not a health care provider or health plan covered by federal privacy regulations, the information may no longer be protected by the federal privacy regulations and may be redisclosed.
- 2. I may revoke this authorization in writing at any time by sending a written revocation to: Select Medical Corporation, Attn: Privacy Officer, 4714 Gettysburg Road, P.O. Box 2034, Mechanicsburg, PA 17055. I understand that my revocation is not effective to the extent that action has been taken by Select Medical Corporation in reliance on this authorization. However, I understand that if my participation in a mental health program is a condition for my release from confinement, probation, or parole, then I may not revoke this authorization.
- 3. I am not required to sign this authorization form and that Select Medical Corporation will not withhold the provision of treatment or payment to me as a condition of the signing of this authorization.
- 4. This Authorization may include disclosure of information relating to ALCOHOL and DRUG ABUSE, MENTAL HEALTH TREATMENT, except psychotherapy notes, and CONFIDENTIAL HIV RELATED INFORMATION only if I place my initials on the appropriate line. In the event the health information described above includes any of these types of information, and I initial the line, I specifically authorize release of such information to the person(s) or category of person(s) indicated in this authorization.
- 5. If I am authorizing the release of HIV-related, alcohol or drug treatment, or mental health treatment information, the recipient is prohibited from redisclosing such information without my authorization unless permitted to do so under federal or state law. I understand that I have the right to request a list of people who may receive or use my HIV-related information without authorization

6. After I sign this Authorization I may receive a copy. I also understand that I may inspect or copy the information to be used or disclosed, as provided for in 45 CFR 164.524

I agree	
Send request	Back



- You will receive an email from <u>EpicNotifier@selectmedical.com</u> with a subject line of **Requested** medical information available.
 - To access your health record, click the link within the email.
 - NOTE: The link in the email will expire in 5 calendar days, while your record will be available to download in MyChart for 14 days. If you need to access your record after 5 calendar days, navigate to Document Center → Requested Records.



Hello Clindoctwo,

You have requested medical information available here: https://mychart-np.et0948.epichosted.com/MyChartTST/s/HTLINEOTDCVNQ5WQD6M3GO2FIU/releaseddocuments. Please click on the link to download the requested medical information.

This link is set to expire in 5 calendar days to ensure HIPAA compliance.

Notice of Confidentiality: The information contained in this secure email is intended only for the individual(s) named above. Such information is confidential and may be legally privileged. If you have received this email in error, please notify Penny Deckard, at 717-920-4817 or PDeckard@selectmedical.com or the Privacy Office, Bob Breighner at 888-735-6332 ext. 4535, immediately for this secure link to be revoked. If the recipient of this secure email is not the individual(s) named above, such recipient is hereby notified that this secure email may not be copied, disseminated, distributed or otherwise disclosed to others.



10. Login to MyChart.

• You will be brought to a page that prompts you to **Download** your requested health record.



If at any time you need to navigate to your Requested Records click the Menu button → Document Center → Requested Records.

Document Center Please select the option that most closely matches the information you	ı would like.
View, Download, or Send Visit Records These include details such as: Health Issues Medications Allergies Immunizations Plan of Care	Requested Records Download records you specifically requested such as: Legal Information Coordination of Care Government Reporting Worker's Comp Information Accounting Disclosure Visit and Health Summaries
My Documents Sign, view, download, and print documents you have on file.	Who's Accessed My Record? View actions of people who have accessed your record.

LINK TWO MYCHART ACCOUNTS

You may have two different MyCharts accounts if you have already signed up for MyChart with a different organization. You can link previous MyChart accounts with your new Select Medical MyChart account so you can see everything from the same place

- 1. From the Menu, click Link my Accounts under the "Sharing" section
- 2. Search for the organization you have a MyChart account with using the search box and select it

Discover accounts to link

City, state, or organization name

- 3. This will bring you to a new webpage that will ask you to log in to the other organization's MyChart
- 4. Login using your credentials for the outside organization and your accounts will be linked

NOTE: Once your accounts are linked, a person who has a proxy relationship established for both organizations can see all of the patient's information from one instance of MyChart.

UPDATE YOUR DEFAULT LANGUAGE TO SPANISH

If your primary language is Spanish, you can update the displayed language from English to Spanish in MyChart.

- 1. Log in to your Select Medical MyChart account
- 2. The workflows will differ slightly depending on whether you are logged into MyChart with the Mobile App or the Web Browser
 - MyChart Mobile: Click the icon towards the top right → Click Account Settings → Click Change Language







• Web Browser: Click the S toggle button towards the top right of the homepage → Click Español

Your Menu Select MyChart	🗙 - 🦚 Samwise Switch - 🕞
Welcome, Samwise! 🐵	English Español

- 3. MyChart text will default to now display in Spanish
 - NOTE: Note content and clinical data, including names of medications, allergies, diagnoses, immunizations, and message text, will not be translated

¡Bienvenido/a, Reindeer! 🚳	
Visitas	é. Iar
Su información de contacto y preferencias de comunicación necesitan revisión. Por favor, actualizar o confirmar su dirección de correo electrónico y número de teléfono.	Equipo de atención y proveedores recientes
- 🔆 Explorar más	GENERIC EXTERNAL DATA PROVIDER
Share Everywhere Dar acceso único a su registro médico a cualquier proveedor con acceso de internet. Compartir ahora	Howard Roy Cohen Physician



UPLOAD YOUR PICTURE IN MYCHART

You or your assigned proxy can upload pictures to your MyChart account by following these steps:

- 1. Log into your MyChart account
- 2. Click the dropdown by the patient's name under the Log out button on the top right of your screen.
- 3. The workflows will differ slightly depending on whether you are logged into MyChart with the Mobile App or the Web Browser
 - **MyChart Mobile:** Select the Account Settings option → Click Personalize → Click Edit Photo → Choose your photo from your device and upload. This will update the photo in your profile.





• Web Browser: Select the Change Your Photo option, choose your photo from your device and upload, this will update the photo in your profile.



UPDATE PERSONAL INFORMATION

You can edit the phone number and email address you have linked to your account

- 1. From the Menu, click Personal Information under the Account Settings section.
- 2. Click Edit.
 - Remember to click Save Changes after you finish editing your information.







- 3. You can edit your MyChart Password.
 - MyChart Mobile: From the Menu, click Account Settings under the Account Settings section.
 - Click Change Password
 - Web Browser: From the Menu, click Security Settings under the Account Settings section.
 - Fill in your current password.
 - Fill in your new desired password in both the New Password and Confirm New fields.
 - Click Submit/Save Password.

Change Password
Your password must be different than your username. For increased security, use a combination of numbers and letters (lowercase and uppercase).
Current Password
Current Password
New Password New Password
Confirm New Password Confirm New
Submit
MyChart Mobile

Security Settings

Change Password

Your password must be different than your MyChart Username. For increased security, use a combination of numbers and letters (lowercase and uppercase).



(?)



USE A DUAL AUTHENTICATOR APP FOR TWO-FACTOR AUTHENTICATION

You are also able to use an authenticator app, such as Google Authenticator or the native iOS authenticator as your two-factor authentication method for MyChart. This process will take place in the MyChart Web Browser

- 1. Click Menu
- 2. Click Security Settings (Web Browser) or Account Settings (MyChart Mobile)
- 3. Under the Two-Step Verification Settings section click Verify with an authenticator app

Two-Step Verification Settings

Two-step verification is an additional level of security to help keep your account secure-even if someone has your password.

Disabled)

 \rightarrow

Verify with email

We will send you an email when you log in with a code to verify your identity.

Verify with an authenticator app

Use a code from a downloaded authenticator app when you log in to verify your identity.

4. Type in your MyChart password

J	ification adds an additional lower of security to your account. If you
still wish to	lisable two-step verification, begin by entering your password
below.	isable two step verification, begin by entering your password

- 5. Click Continue
- 6. Scan the QR Code with your authenticator app
- 7. Click Continue
- 8. Enter the code provided by your authenticator app

Verify Your Identity Use your authenticator app to get a security code. Learn more		
Enter your code below to continue.		
🔑 Verify		

9. Click Verify

- 10.Click Finish
- **11.**Verification with an authenticator app is now enabled

Disabled



Verify with an authenticator app

Use a code from a downloaded authenticator app when you log in to verify your identity.

DEACTIVATING YOUR MYCHART ACCOUNT

You are also able to deactivate your MyChart account if ever necessary.

- 1. Click Menu
- 2. The workflows will differ slightly depending on whether you are logged into MyChart with the Mobile App or the Web Browser

Enabled

- MyChart Mobile: Click Account Settings → Click Deactivate Your Account
- Web Browser: Click Security Settings → Click the account deactivation page link

	MY DEVICES
	iPhone
	Remove All Devices
	Deactivate Your Account
	No longer need your account? Tap here to find information about deactivating this account.
	MyChart Mobile
0	Deactivate Your Account
Т	To deactivate your MyChart account, go to the account deactivation page.
	Back to the Home Page
	Web Browser
3. Click Dead	ctivate