

Getting Started – Medchart



Go to www.medchart.ca

Signing up

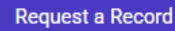
1. Click the Purple “Get Started” Button located at the top right of the screen.




2. Select “I want to Request Records.”
3. Select the Option that Applies to you:
 - If requesting **YOUR OWN** records select “I am requesting my own records.”
 - If requesting **YOUR CHILD, PARENT, DEPENDENT, or FAMILY MEMBER’S** records:
 - a. Select “I am Requesting Records of a Dependent or Loved One.”
 - b. Enter the Patient’s Information and all **YOUR** Information in the “Secondary Decision Maker Information” Section to Create an Account.
 - c. You will need to Upload a Copy of the Document establishing you as the Substitute Decision Maker (SDM):
 - Executor of Estate = Will
 - Power of Attorney = POA Papers
 - Parent/Guardian = Custody Papers (if there are custody issues)
4. Once the account is verified, you can begin the record request.


Requesting Records

5. Select “request a record.”



6. Search “Thunder Bay Regional” and select “Thunder Bay Regional Health Sciences Centre.”

Practice Name	Doctor
 Thunder Bay Regional Health Science	--

7. Click “Request.”
8. Provide date range for records being requested.
9. Select “Records” box and choose the option best suited to your needs
 - Standard – Provides all relevant medical information
 - Other – Provides additional documentation (charges will apply)
10. Enter any notes for Health Records team about the release in “Notes to Provider.”

Witness Signature

11. You can be your own Witness. You will need to go into your email (that you used as the witness email). To sign as the witness, Click “Witness Document”, then Click “Sign”
 - Click “Submit Signed Consent”
 - Click “Sign” to Sign the Consent Form
 - Click “Submit Signed Consent”
 - Click “Go to Checkout”
 - Click “Submit order”