



*****FOR OUR PATIENT PORTAL USERS; YOU CAN NOW REQUEST YOUR PERSONAL HEALTH RECORD THROUGH THE WESTCHESTER HEALTH PATIENT PORTAL !!!!!*****

How to Request Medical Records through NextGen Patient Portal

1. Sign into the portal with the username and password that you created.
2. From the Home Page click on the “Chart Tab” and click on “Request Health Record” from the dropdown menu.
3. From the Request Personal Health Record screen choose whether the request for records is for “Self” or a patient whose account you manage then click “Submit”.
4. The Westchester Health Patient Portal will then send the user a secure email within 24-48 hours advising that the Personal Health Records are now in the Patient Portal.
5. After signing into the Patient Portal click on the “Chart” tab and choose “View my Chart”
6. The Clinical History screen will appear and the user can then click on any of the categories in the list to view them.
7. The user has the option to **Print** the records or to **Download** them to send.

