Tip Sheet
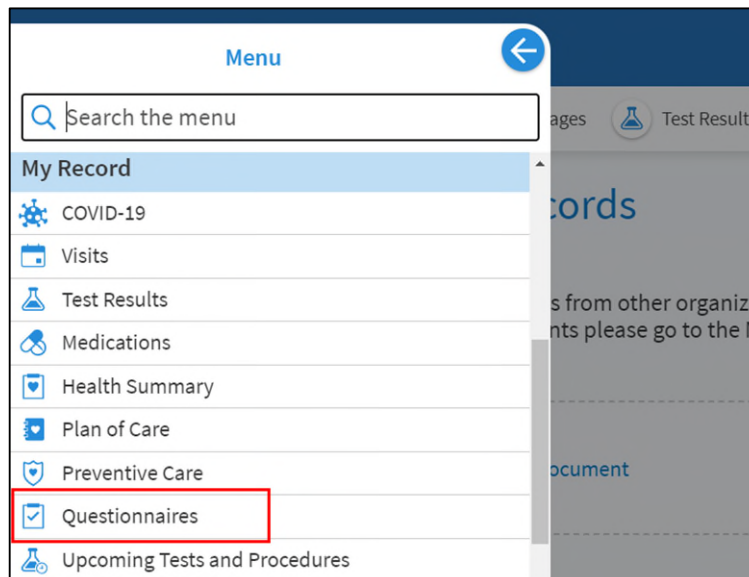
Upload Transfer Records In MyHealth

Patients with providers in Internal or Family Medicine can now upload their transfer records from outside organizations through a questionannaire feature in their MyHealth account. Documents uploaded through this questionnaire will be filed and sent to the Atrius Health Medical Records team.
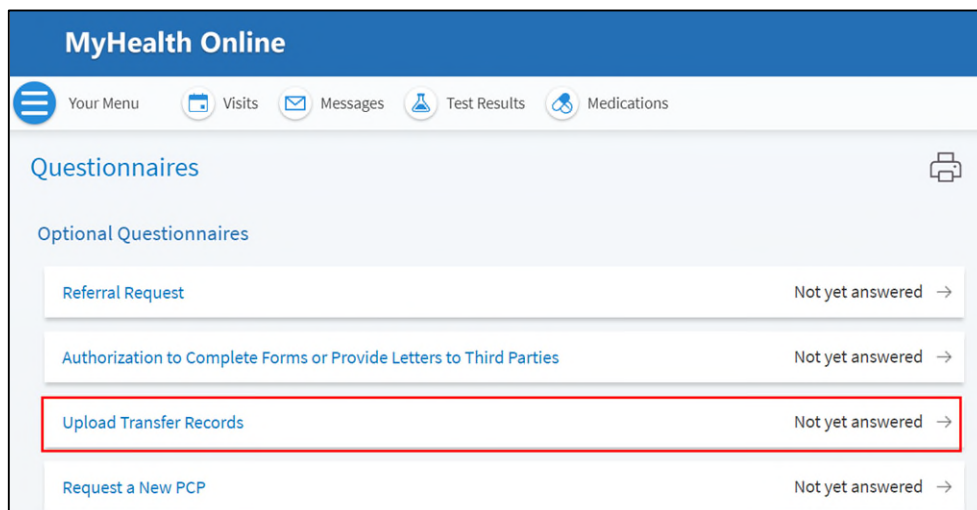
NOTE: _For Pediatric patients, please go to the Messages activity in MyHealth and send transfer records as attachments to your Care Team._

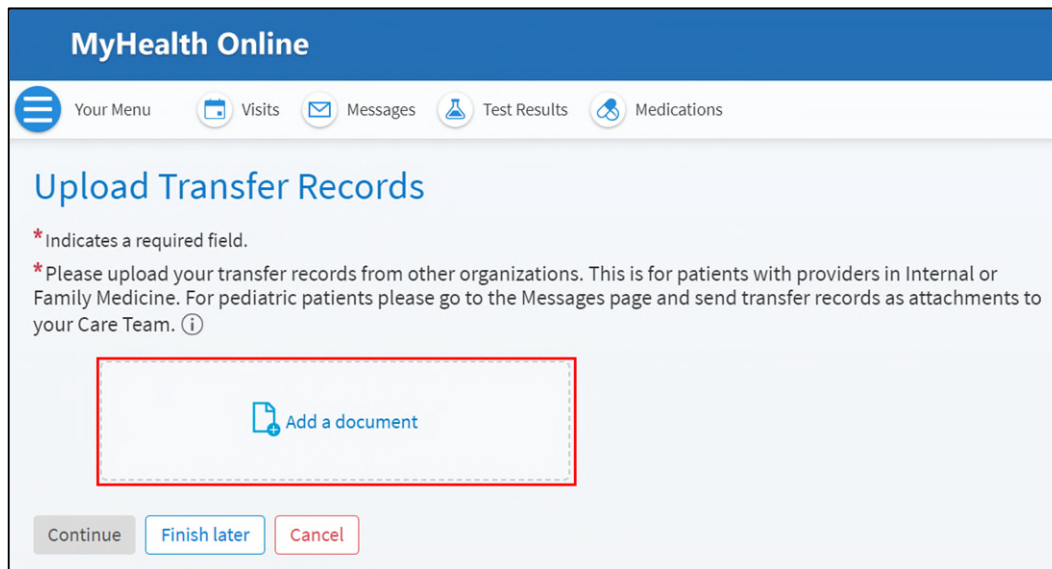## How do I access the questionnaire to upload my records?

1. Log into your MyHealth account.
2. Go to the **Menu** button and select **Questionnaires**.

3. Once in the **Questionnaires** activity, you should see **Upload Transfer Records**.
4. Click anywhere on the highlighted area below to be taken to the questionnaire.

5. Click on **Add a document** to upload your records.

6. Once your documents are uploaded, you can click on **Continue** to view your submission, or click **Finish Later** to save and complete at a different time.
7. Click **Submit** to finish and send your records.