

SGCMH is installing a new electronic health record system on May 1, 2024. Your current medical records are not going away, but will not be accessible in the new Patient Portal.

**Before May 1<sup>st</sup>**, you can either print your current patient portal information or download them from your PC or Laptop. Below are the step-by-step instructions for downloading your medical record from the current Patient Portal. You cannot download or print your medical record from a tablet or a mobile phone.

Please contact the Health Information Management department at 573-883-7793 if you are unable to print or download your records.

Ste. Genevieve County Memorial Hospital  
800 Ste. Genevieve Drive  
Ste. Genevieve, MO 63670  
573-883-2751

Log Off  
Change Person

Log into the patient portal and click on **Health Record**

TEST LIVE

- Messages
- Health Record**
- Medications
- Appointments
- Profile

Home | Log Off

TEST LIVE's **Health Record**


Scroll to the bottom and click on **Download Medical Record**

Select an item below or a button to the right to view more details. Select Health Summary to view, print or download a summary of your care. [Learn More](#)

<b>Allergies</b> There are no allergies for this patient.	<b>Current Conditions</b> There are no conditions for this patient.
<b>Medications</b> There are no active medications for this patient.	<b>Immunizations</b> COVID-19 Certificate Influenza Vaccine, Inactivated (Nov 09, 2012) Influenza Vaccine, Inactivated (Nov 08, 2012) Influenza Vaccine, Inactivated (Sep 25, 2012) Influenza Vaccine, Inactivated (Sep 12, 2012) Hepatitis B (Pediatric) (Mar 06, 2012) Human Papilloma Virus (Gardasil 9) (Sep 12, 2011) Influenza Vaccine, Inactivated (Nov 16, 2010) Adult Pneumococcal Conj - Prevnar (Nov 11, 2010) Influenza Vaccine, Inactivated (Sep 15, 2009) Adult Pneumococcal Conj - Prevnar (Apr 27, 2009) Influenza Vaccine, Inactivated (Oct 24, 2008) Tetanus, Diphtheria (Tenivac) (Oct 20, 2008) Tetanus, Diphtheria (Tenivac) (Jul 23, 2008) Tetanus, Diphtheria (Tenivac) (Jul 10, 2008) Adult Pneumococcal Conj - Prevnar (Jul 07, 2008) Tetanus, Diphtheria (Tenivac) (Jul 07, 2008) Tetanus, Diphtheria, Pertussis (T DaP) (Boostrix) (Mar 14, 2008)

- Health Summary
- Visit History
- Results
- Medications
- Allergies & Conditions
- Reports
- Letters
- Health Maintenance & Immunizations
- Questionnaires
- Download Medical Record**

Home | Log Off

 **TEST LIVE's Medical Record**

Click on **Request Medical Record**

Select the Request Medical Record button to create a downloadable file of this patient's medical record. The file, which may include clinical and financial information, is not viewable from/does not appear on the portal and will be available for download for a limited time only.

There is no medical record file available to download for this patient.


Contact Technical Support

[Back to Health Record](#)

**Request Medical Record**

[Medical Record Activity](#)

Home | Log Off

 **TEST LIVE's Medical Record**

The **file status** will be **pending**. You will receive an email notification when the file is completed.

A request for this patient's medical record file is being processed. You will receive an email notification once the file becomes available. You will have a time limit to download this file to your device.

Last requested date & time:	Wed, Jan 03, 2024 at 8:52 am
Last requested by:	Jennifer Dorenkamp
File status:	Pending

Contact Technical Support

[Back to Health Record](#)

[Medical Record Activity](#)

In the email notification click on **Medical Record Download**. You will then be directed to the patient portal log in screen.

Dear TEST,

There is new information in your SGCMH Patient Portal. Please log in to view this information, as indicated by a red dot next to the items that are new.


Thank you!  
The SGCMH Patient Portal Team

You have new items. Click on the link(s) below to view.

[Medical Record Download](#)

You can log on to the Home page of your portal by accessing the link below:  
[Click here to sign in.](#)

**SGCMH Patient Portal**



[Sign In](#) [Create Account](#)

Username (required)

Password (required)

[Sign in](#)

Enter your **Username** and **Password** to sign in.



## TEST LIVE's Medical Record

To download your medical record file follow these steps:

1. Select the Compile button to start gathering your medical information in Zip file format.
2. Select the Download button to save the zipped file to your selected location. Depending on your settings the file may save automatically to a default location.
3. Once the download is complete, unzip/extract the downloaded zipped file. On most devices, you can do this by either double-clicking or right-clicking the file.
4. After the file is unzipped, open the Readme file in the unzipped folder for further instructions. The unzipped folder will contain two types of files: those that you can read directly, and other types that can only be read by computers and are used when importing this information into other computer systems.

Caution: Anyone with access to your device could potentially see the downloaded files that contain your personal information.

 Request Medical Record

 Medical Record Activity

Last requested date & time: Wed, Jan 03, 2024 at 8:52 am  
 Last requested by: Jennifer Dorenkamp  
 File status: **Compile**

**Step 1. Click Compile**

Contact Technical Support

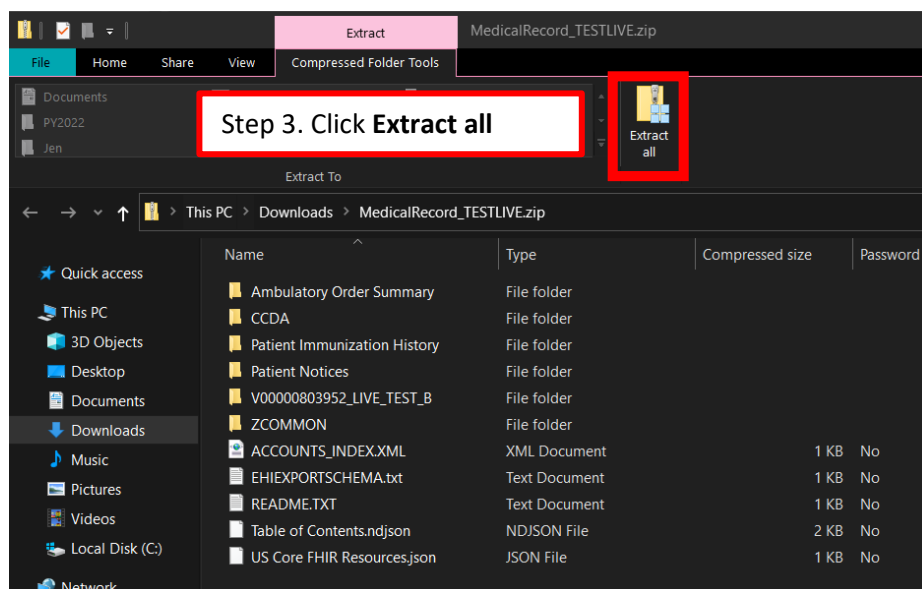
Last requested date & time: Wed, Jan 03, 2024 at 8:52 am  
 Last requested by: Jennifer Dorenkamp

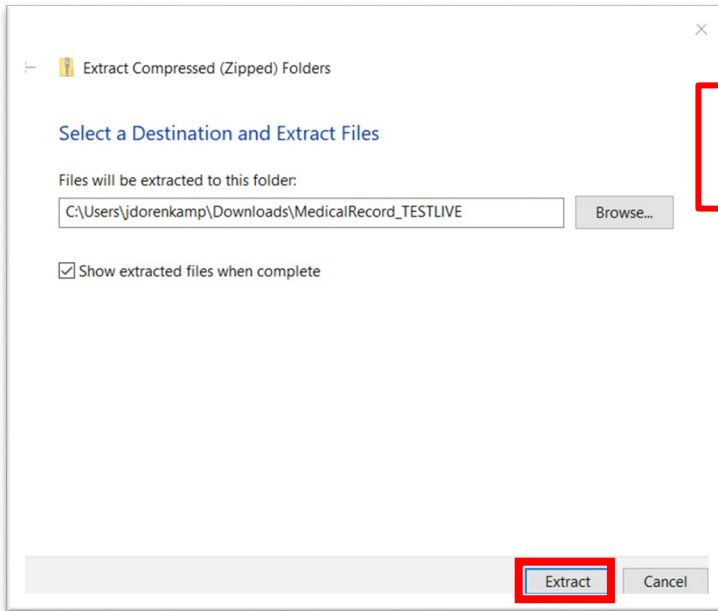
We are retrieving the medical record file. This may take time. Do not exit the page.  
 The file will be available for download once the Download button appears on the screen.

**Step 2. Click Download**

**Download**

Contact Technical Support





Step 4. Pick where you want to save the files. Then click **Extract** at the bottom.