

Welcome to MyChart™

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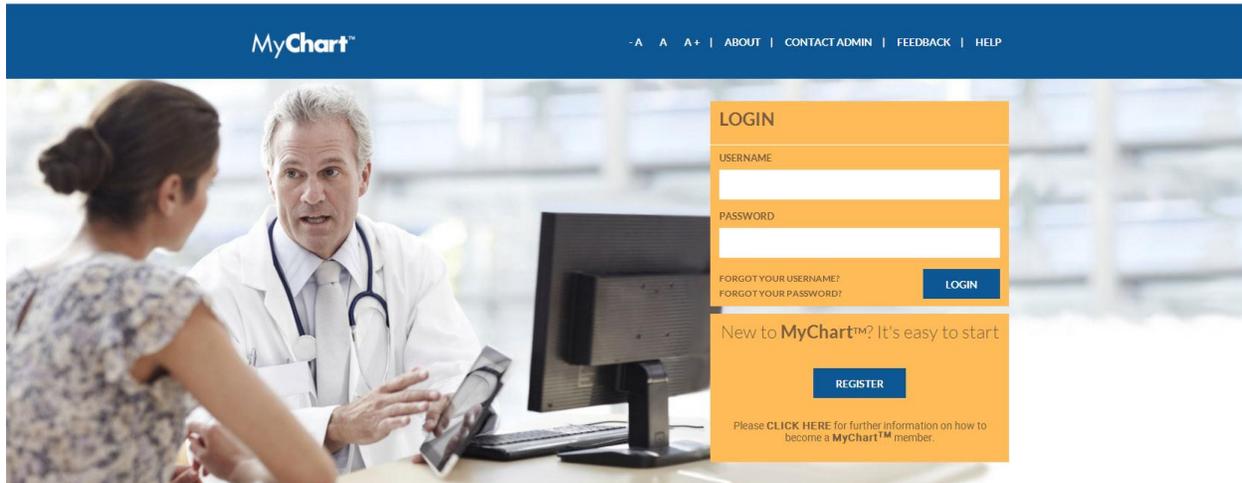
How do I log in?

Step 1: Launch your Internet Browser

Step 2: In the address bar, enter: <https://www.mychart.ca>

Step 3: The **MyChart™** login page will display

Step 4: Enter your user name and password.



WELCOME TO MYCHART™

Personal Health Record Network

Stay connected to your health information



CLINICAL INFORMATION

Look up selected clinical information - lab results, medical imaging reports, and clinical notes (including progress reports, discharge summaries, operative reports, etc.) are all available online.



APPOINTMENT SCHEDULING

Request appointments for Dermatology, Colposcopy, Family Practice units and many other clinics.



RECORD SHARING

Print test results or add family members/clinicians to your account for quick transmission of key information about your health.



ACCOUNT SECURITY

MyChart uses the same encryption system as banks do for online banking.

What happens if I forgot my password?

Step 1: You will need to go to the **MyChart™** login page

Step 2: Under the password field, you will see **“Forgot your password”**

Step 3: Click on **“Forgot your password”** – a window will open asking you to input your user name.

Step 4: Once you have entered your user name, hit **“Submit”**

Step 5: An email will be sent to you with a link. Open the link and answer the security question that you selected at the time of registration

Step 6: You will then be asked to create a new password. The new password must confirm to password standards. Password standards can be accessed by clicking on the green question mark.

Step 7: Return to the MyChart™ login page to access your account and login

The Home Page

MyChart™ users are able to quickly access their health information using the links provided in the navigation bars on the top and on the left side of the screen.

MyChart™

[-A](#) [A](#) [A+](#) | [ABOUT](#) | [CONTACT ADMIN](#) | [FEEDBACK](#) | [HELP](#) | [LOGOUT](#)

HOME PERSONAL RECORDS CLINICAL RECORDS SHARE MY RECORDS MANAGE MY ACCOUNT



TEST PATIENT

June 06, 1960 (57)
416-111-1111
ccr@sunnybrook.ca

- PERSONAL RECORDS ▾
- CLINICAL RECORDS ▾
- SHARE MY RECORDS ▾
- APPOINTMENTS ▾
- CENTRAL CCAC ▾
- MANAGE MY ACCOUNT ▾
- SUNNYBROOK CLINICS ▾
- CCAC RESOURCES ▾
- QUICK LINKS ▾
- PERSONAL RESOURCES ▾

MYCHART SURVEY

Please let us know how we are doing by taking a moment to complete a quick anonymous survey - Click Here

YOUR HEALTH SUMMARY

Last updated at : June 22, 2017 13:08:31

WEIGHT



90 Kg

BLOOD PRESSURE



High: 120 mm/Hg
Low: 80 mm/Hg

CHOLESTEROL



20 mmol/L

BLOOD SUGAR



7 mmol/L

EMERGENCY INFORMATION

Blood Type:	A+
Organ Donor:	No
Smoker:	No
Alert:	aaaaa, rtyrtyrty
Allergies:	Peanut Products, Penicillin (PCN), Tetracycline
Emergency contact:	TEST CONTACT
Substitute Decision Maker:	TEST CONTACT
Other Contacts	
Advance Care Planning	
Active Medications:	
Physician contact:	Charles N Bernstein
MedicAlert:	12345

ALLERGIES

Tetracycline	rash
Peanut Products	Nausea

ACTIVE MEDICATIONS

(40 MMOL/L) POTASSIUM CHLORIDE IN 0.9% SODIUM CHLORIDE INJECTION USP	3
0.15% POTASSIUM CHLORIDE IN 5% DEXTROSE	

MyChart User Guide v.1.0
Sunnybrook Health Sciences Centre
Updated 06/22/2017

Any news items or announcements from the MyChart™ team will be displayed at the top of the page

MyChart™

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HOME PERSONAL RECORDS CLINICAL RECORDS SHARE MY RECORDS MANAGE MY ACCOUNT


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PERSONAL RECORDS ▾
CLINICAL RECORDS ▾
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MANAGE MY ACCOUNT ▾
SUNNYBROOK CLINICS ▾
CCAC RESOURCES ▾

Welcome to MYCHART™ Personal Health Record Network Close

ANNOUNCEMENTS AND TIPS

New Feature
- Advance Care Planning (ACP) available in the Personal Health Record.
- Alerts and email notifications for new test results. (Coming soon)

Sunnybrook MyChart Network Sites - Developed at Sunnybrook Health Sciences Centre, The Ottawa Hospital, The Ottawa Heart Institute, William Osler Health System, Michael Garron Hospital, Mount Sinai Hospital, Mackenzie Health, Baycrest Hospital, Medical Alert Canada, and Central Community Care Access Centre.

Patients can access their own information from any of these sites.

Coming Soon to Sunnybrook's MyChart Network - St. Michael's Hospital, St. Joseph's Hospital, West Park, Lakeridge Health, Life Labs/CML and many more...stay tuned.

News - MyChart Users are accessing from 168 countries around the world.

Healthy tip of the week

Getting ready for surgery and you are smoker? Now more than ever is a great time to stop. Smoking can impair healing and put you at greater risk for infection.

Start getting help here:
<http://sunnybrook.ca/content/?page=tips-strategies-quit-smoking-module>

Dr. Calvin Law, Chief of the Edmond Odette Cancer Centre, Regional VP of Cancer Care Ontario, Professor of Surgery University of Toronto



YOUR HEALTH SUMMARY Last updated at : June 22, 2017 13:08:31

Personal Health Records

MyChart™ users are able to store and manage their own personal health information on this section of the portal. Categories include:

- **Allergies** - allows patients to document their own allergies
- **Medications** - patients can track self-administered medications and also see any medications prescribed during previous hospital visits
- **Conditions** - allows patients to document their own conditions
- **Measurements** - allows patients to document their blood pressure levels, height, weight, blood sugar levels, etc.
- **Diary** - patients can record detailed entries here
- **Immunizations** - allows patients to document their immunization history
- **Procedures** - allows patients to document their procedures from outside the hospital setting

- **Tests** - patients have the ability to upload test results from other facilities here
***To upload tests results please follow these instructions:**
 - Select Personal Records
 - From the expanded field – select Tests
 - Select Add New (you will be prompted to add information regarding the file you are uploading)
- For example:

ADD TESTS
Keep track of all your tests.

NAME: Endoscopy PLACE: St. Michael's Hospital

REFERRED MD: Dr. Sunnybrook DATE PERFORMED: 2017-02-27

NOTES: Endoscopy done at St. Michael's for....

CANCEL ADD ANOTHER SAVE

- Click Save
- Once you have saved, click on View

TESTS
You can keep all your health records in one secure place on MyChart. In this section, you have the ability to upload results taken at external facilities. Please note you will need to request a copy of these records at the appropriate facilities and then have a scanned copy on your computer in order to upload to your MyChart account.

PRINT ADD NEW

TEST	VIEW	DELETE	EDIT
Date Performed	May 09, 2017		
Place		Referred MD	
Notes			

- Select Attach Test Result

TESTS
Keep track of all your Tests.

PRINT DELETE ATTACHED FILE ATTACH TEST RESULT

TEST	VIEW	DELETE	EDIT
Date Performed	May 09, 2017	Attached file	
Place		Referred MD	
Notes			



- Once you have selected the files you want to attach you can click on Attach Files(s)

ADD TEST RESULT ATTACHMENT

SELECT A FILE

ATTACH FILE(S)

Notes:

1. Upload file format is limited to gif, jpg, jpeg, png, bmp, and pdf
2. Upload size is limited to 5 MB per file
3. Copying or sharing unauthorized materials is a violation of the MyChart™ user terms of agreement

- **Mood Tracker** - patients can record their day to day moods and feelings or plot them over a period of time
- **Quality of Life** - patients are able to answer a short survey about the quality of their lives

The screenshot displays the MyChart patient portal. At the top, there is a navigation bar with the MyChart logo and links for ABOUT, CONTACT ADMIN, FEEDBACK, HELP, and LOGOUT. Below this is a secondary navigation bar with links for HOME, PERSONAL RECORDS, CLINICAL RECORDS, SHARE MY RECORDS, and MANAGE MY ACCOUNT. The main content area is titled 'PERSONAL RECORDS' and includes a patient profile for 'TEST PATIENT' (June 06, 1960, 57, 416-111-1111, ccr@sunnybrook.ca). The profile is followed by a list of health categories: ALLERGIES, MEDICATIONS, CONDITIONS, MEASUREMENTS, DIARY, IMMUNIZATIONS, PROCEDURES, and TESTS. Each category has a 'SHOW ALL' and 'ADD NEW' button. The 'MOOD TRACKER' category is highlighted, and its description states: 'This feature allows patients to record daily moods and feelings they experience. This can be updated at any time of the day. Recorded moods and feelings are plotted by Mood Tracker to visually illustrate the range and patterns over the course of the day or week.' An 'ADD NEW' button is visible below the description.

Share My Records

In this area, patients are able to grant access to family members, friends, or physicians to their MyChart™ account.

MyChart™ -A A A+ | ABOUT | CONTACT ADMIN | FEEDBACK | HELP | LOGOUT

HOME PERSONAL RECORDS CLINICAL RECORDS SHARE MY RECORDS MANAGE MY ACCOUNT

TEST PATIENT
June 06, 1960 (57)
416-111-1111
ccr@sunnybrook.ca

PERSONAL RECORDS
CLINICAL RECORDS
SHARE MY RECORDS
SHARE MY RECORDS
MANAGE ACCESS
REQUESTS SENT
APPOINTMENTS
CENTRAL CCAC
MANAGE MY ACCOUNT
SUNNYBROOK CLINICS
CCAC RESOURCES
QUICK LINKS
PERSONAL RESOURCES
MYCHART SURVEY

SHARE MY RECORDS

Share your records with your clinical health team or family and friends.

RELATIONSHIP:
Select

FIRST NAME:
[Text Field]

LAST NAME:
[Text Field]

PHONE:
[Text Field]

ENTER EMAIL ADDRESS:
[Text Field]

RE-TYPE EMAIL ADDRESS:
[Text Field]

Specify a secret keyword that the user will be required to input when logging into your MyChart account for the first time. The purpose of the keyword is to ensure that the email address you provided above does in fact belong to the person you would like to grant access to. You will need to communicate this keyword to the person by phone or in person.

MY SECRET KEYWORD:
[Text Field]

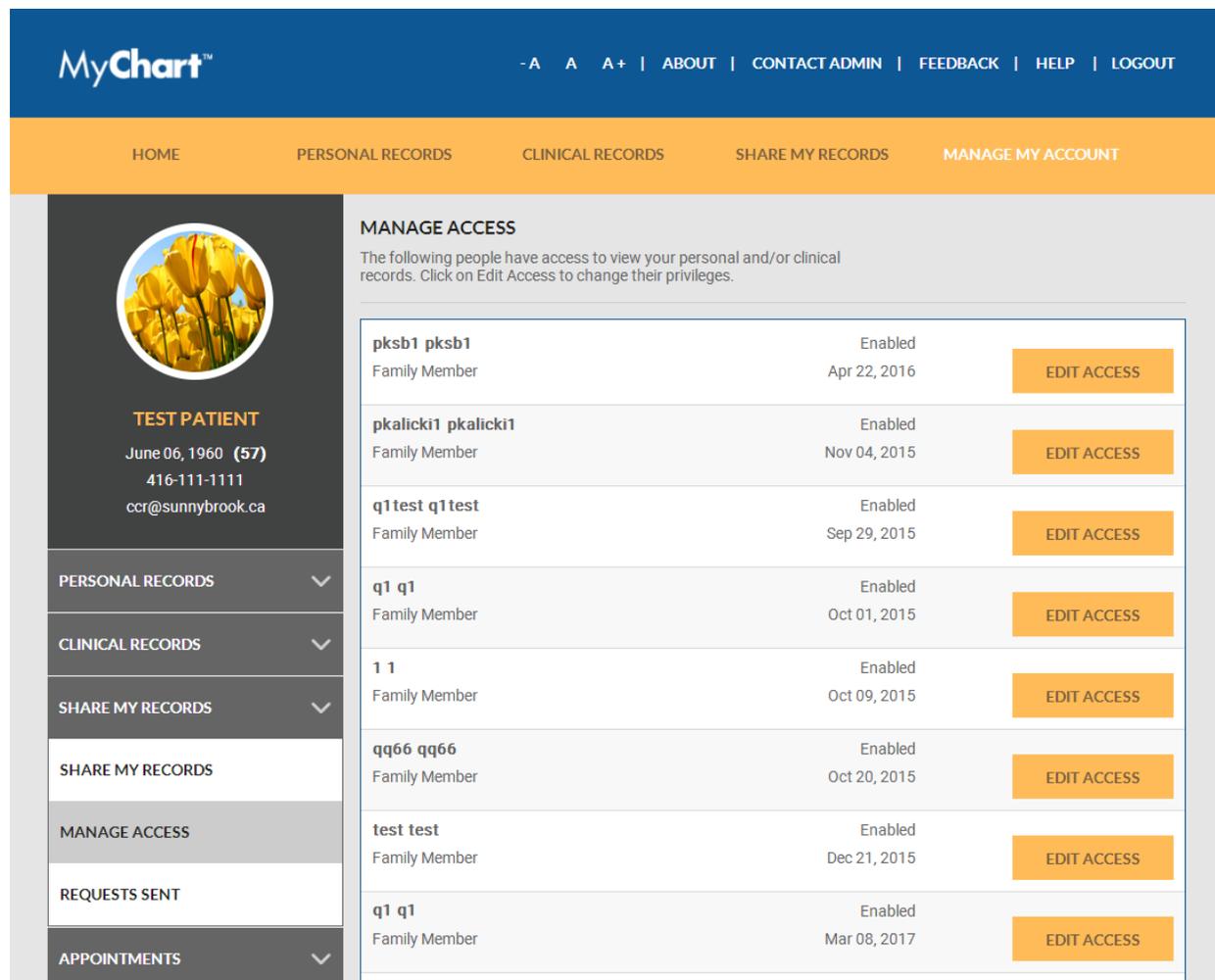
Set viewing privileges for this user on MyChart

ENABLE VIEWING PRIVILEGES DISABLE VIEWING PRIVILEGES (NO ACCESS)

MYCHART DATA	SUNNYBROOK HEALTH SCIENCES CENTRE
<input type="radio"/> Yes <input checked="" type="radio"/> No My Conditions	<input type="radio"/> Yes <input checked="" type="radio"/> No Lab Results
<input type="radio"/> Yes <input checked="" type="radio"/> No My Procedures	<input type="radio"/> Yes <input checked="" type="radio"/> No Sunnybrook Clinical Notes
<input type="radio"/> Yes <input checked="" type="radio"/> No My Immunizations	<input type="radio"/> Yes <input checked="" type="radio"/> No Radiology Results
<input type="radio"/> Yes <input checked="" type="radio"/> No My Management	<input type="radio"/> Yes <input checked="" type="radio"/> No EKG Results

Manage Access

Patients can modify or revoke viewing privileges at any time by selecting “**Edit Access**” on the **Manage Access page** (found under Share My Records on the navigation bar on the left)



MyChart™ - A A A+ | ABOUT | CONTACT ADMIN | FEEDBACK | HELP | LOGOUT

HOME PERSONAL RECORDS CLINICAL RECORDS SHARE MY RECORDS MANAGE MY ACCOUNT

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PERSONAL RECORDS
CLINICAL RECORDS
SHARE MY RECORDS
SHARE MY RECORDS
MANAGE ACCESS
REQUESTS SENT
APPOINTMENTS

MANAGE ACCESS

The following people have access to view your personal and/or clinical records. Click on Edit Access to change their privileges.

pksb1 pksb1 Family Member	Enabled Apr 22, 2016	EDIT ACCESS
pkalicki1 pkalicki1 Family Member	Enabled Nov 04, 2015	EDIT ACCESS
q1 test q1 test Family Member	Enabled Sep 29, 2015	EDIT ACCESS
q1 q1 Family Member	Enabled Oct 01, 2015	EDIT ACCESS
1 1 Family Member	Enabled Oct 09, 2015	EDIT ACCESS
qq66 qq66 Family Member	Enabled Oct 20, 2015	EDIT ACCESS
test test Family Member	Enabled Dec 21, 2015	EDIT ACCESS
q1 q1 Family Member	Enabled Mar 08, 2017	EDIT ACCESS

Clinical Records

Under Clinical Records, patients are able to access to their clinical notes, ECGs, ECHOs, lab results, pathology reports, patient profile, and radiology results.

- For example, under **Lab Results**, patients can view their lab tests performed at Sunnybrook that have been ordered by a Sunnybrook physician. Patients have the ability to print all lab reports or only print a particular day by selecting the day.
- For example, under **Radiology**, patients can view the images and reports of their CTs, MRIs, and X-Rays and Ultrasound reports. To view the images, please click on the “Image available” link on any given report. Please note images will only be available in MyChart™ for 700 days after they have been signed off by the radiologist. Archived images must be requested through Health Data Records.

Appointments

This section is divided into three categories: appointment reminders, appointment requester, and appointment manager.

- **Appointment Reminders** – Displays a list of upcoming appointments at Sunnybrook Hospital. Patients can also document their own appointments and be reminded via e-mail. E-mails are sent to the address entered at the time of registration – to confirm or update your e-mail address, select “**Manage My Account**” and then “**Edit Profile**”
- **Appointment Requester** - Patients have the ability to request an appointments with participating clinics at Sunnybrook Hospital
- **Appointment Manager** – Allows patients to set up recurring appointments

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The main content area is divided into a left sidebar and a main panel. The sidebar contains a patient profile section with a photo of yellow flowers, the name "TEST PATIENT", and contact information: June 08, 1980 (57), 416-111-1111, and ccr@sunnybrook.ca. Below the profile are several menu items with dropdown arrows: PERSONAL RECORDS, CLINICAL RECORDS, SHARE MY RECORDS, APPOINTMENTS, APPOINTMENTS AND REMINDERS (highlighted), APPOINTMENT REQUESTS, RECOMMENDED REMINDERS, CENTRAL CCAC, MANAGE MY ACCOUNT, SUNNYBROOK CLINICS, CCAC RESOURCES, QUICK LINKS, PERSONAL RESOURCES, and MYCHART SURVEY.

The main panel is titled "SUNNYBROOK CLINIC APPOINTMENTS" and contains a table with the following data:

DATE/TIME	NAME OF DOCTOR	DESCRIPTION	CLINIC
Sep 28, 2017 10:00 (add to calendar)	ADRIENNE BACHER	RHEUMATOLOGY FOLLOW UP	RHEUMATOLOGY (M-WING, 1ST FLOOR, RM# 400)

Below this table is a section for "SUNNYBROOK MEDICAL IMAGING APPOINTMENTS" with a "PRINT" button. It includes a note about "Patient Arrival Time" and a table with the following data:

SCHEDULED DATE/TIME	REQUESTED BY	DESCRIPTION	LOCATION	INSTRUCTIONS
Mar 29, 2018 05:20 (add to calendar)	TRUNG LE	MRI Brain with contrast	Sunnybrook	Click for Instructions

A note follows: "*Note: If there is no scheduled date / time displayed, the exam has been ordered however it was not yet booked. You will be contacted via phone when a date / time is determined. Some appointments do not require advanced booking, such as:"

- X-Ray Chest
- X-Ray Foot
- X-Ray Hand

Below this is a section for "APPOINTMENT REMINDERS" with an "ADD NEW" button. It includes a note: "For PET scans, please follow these instructions: Click for Instructions" and another note: "The list below may not be all inclusive. Note any rescheduling changes may take up to 1 business day to display in MyChart™. Please refer to your appointment card(s) or contact your clinic directly if you have any concerns or issues."

The bottom section shows a table for appointment details with buttons for "ADD TO CALENDAR", "DELETE", and "EDIT":

	ADD TO CALENDAR	DELETE	EDIT
Date	Apr 10, 2017	Time	01:00
Location	Sunnybrook	Frequency	Once
Doctors name	dr. testing		
Description	test		

Manage My Account

In this section, users can edit their account information, reset their passwords, and update their usernames. Please note that edits to personal details will not update the hospital database and you will need to contact Patient Registration from your home hospital so that they can update the system.

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HOME PERSONAL RECORDS CLINICAL RECORDS SHARE MY RECORDS MANAGE MY ACCOUNT

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PERSONAL RECORDS
CLINICAL RECORDS
SHARE MY RECORDS
APPOINTMENTS
CENTRAL CCAC
MANAGE MY ACCOUNT

EDIT PROFILE

MANAGE SITES
LOCK-BOX
RESET PASSWORD
RESET USERNAME

PROFILE PIC

FILE	NAME	DELETE	ACTIVATE/DEACTIVATE
1	Tulips.jpg	Delete	Deactivate

EDIT PROFILE
Make sure your information is always up-to-date. Please note your changes will be displayed on the next login

UPLOAD PICTURE (JPEG FILES ONLY) No file chosen

FIRST NAME * MIDDLE INITIAL

LAST NAME *

DATE OF BIRTH * 1960-06-06

STREET *

CITY *

COUNTRY *

PROVINCE *

POSTAL CODE

Screen 1 of 2

SUNNYBROOK CLINICS	PHONE NUMBER* (format: 1 416 555 0000) <input type="text" value="416-111-1111"/>
CCAC RESOURCES	DAY PHONE NUMBER <input type="text" value="416-111-1111"/> EXT <input type="text"/>
QUICK LINKS	EMAIL ADDRESS* <input type="text" value="ccr@sunnybrook.ca"/>
PERSONAL RESOURCES	RE-TYPE EMAIL ADDRESS* <input type="text" value="ccr@sunnybrook.ca"/>
MYCHART SURVEY Please let us know how we are doing by taking a moment to complete a quick anonymous survey - Click Here	NEWS AND ANNOUNCEMENTS* <input checked="" type="radio"/> Yes <input type="radio"/> No
	SURVEYS AND REQUESTS FOR FEEDBACK* <input type="radio"/> Yes <input checked="" type="radio"/> No
	CLINICAL REMINDERS* <input checked="" type="radio"/> Yes <input type="radio"/> No
	<input type="button" value="CANCEL"/> <input type="button" value="SUBMIT"/>

Screen 2 of 2