

How to Download Patient Files:

- 1) You will receive 2 emails from RSRS. (This is to ensure the security and confidentiality of your medical record.)

The first email will look like this:

Your Medical Record file is ready for download
From: Medical Records
Sent: Mon 06/04/2016
To: John Doe

Dear John,

The medical record that you have authorized for transfer is now ready to be downloaded from our secure server. It will be available for download only for 30 days.

Below, you will find your username for login. Another email will follow containing your password, along with a link to the secure server.

Your Username is: 12345 ← Your Username

Please store this in a safe place and use it in conjunction with your password which will arrive shortly in a separate email.

RSRS - Medical Records Storage

Please do not reply to this email. This is an automated email. If you have any issues please contact RSRS.

The second email will look like this:

Dear John:

Here is your Password, to be used along with your Username sent to you in a previous email.

Your password is: abcdef ← Your Password

Please use the following link to access your medical record download.
<https://mysecuremedicalrecord.com/login.php>

RSRS - Medical Records Storage

Accessing your Medical Record:

1) Click on the Web link provided in the email or type the URL into a Web browser (e.g., Chrome, Firefox, Opera, Internet Explorer, Safari)

2) Input the User Name and Password that were provided to you in the RSRs email

3) Click Login.

4) Next you will see the Index page with the list of your files:

Click on the link to your file

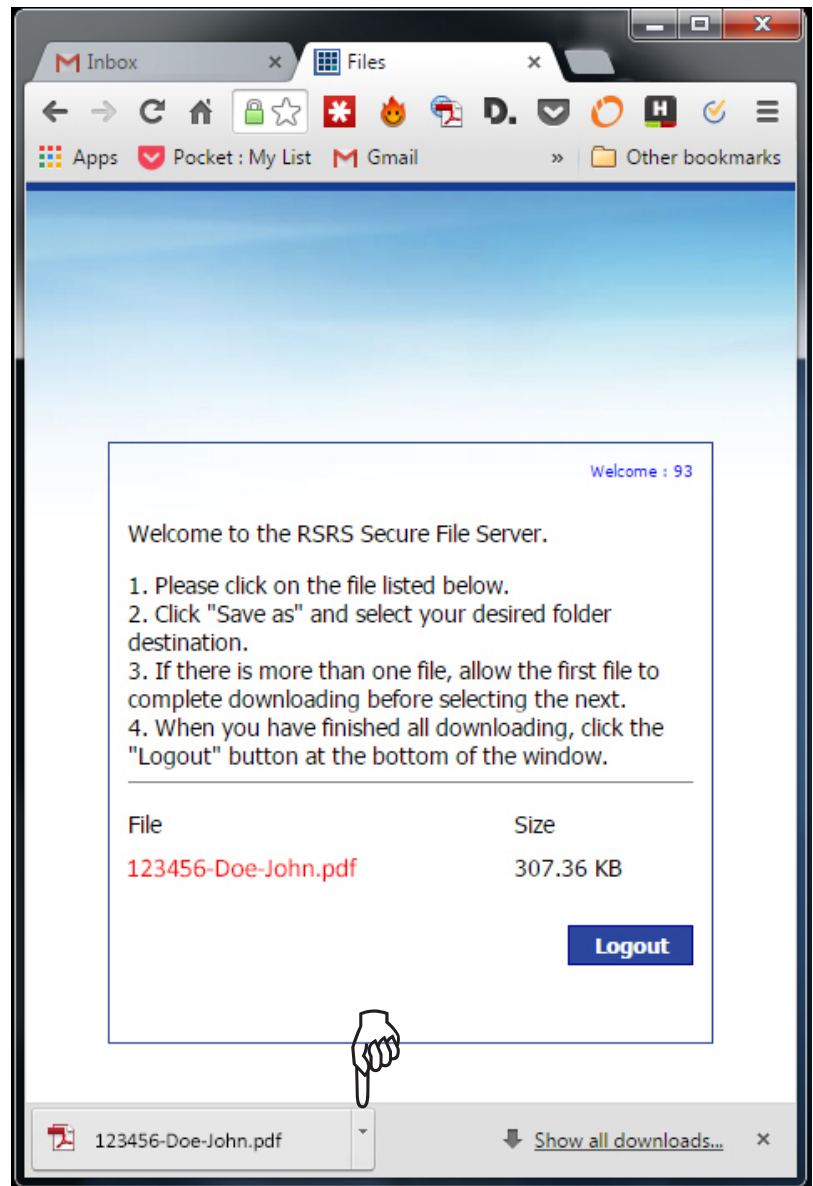


File	Size
123456-Doe-John.pdf	307.36 KB

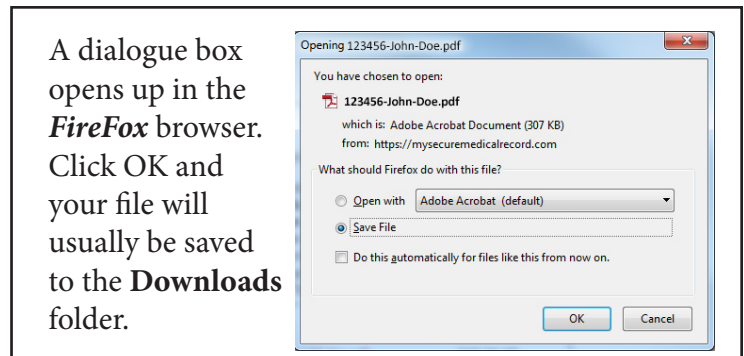
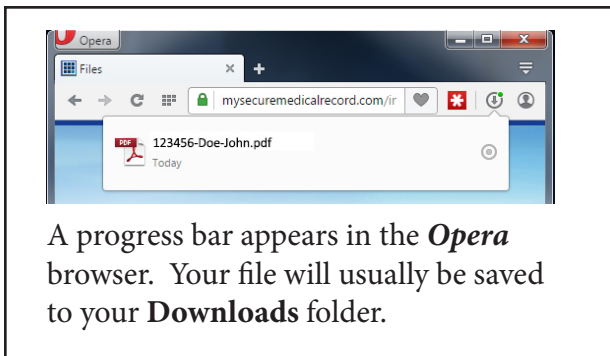
5) When you click on the link, different things will happen, depending on the browser software you are using.

For instance, a **Chrome** browser will download the file and show the name at the bottom of the window.

If you click on the little triangle, you can select “Show in Folder” and you’ll be able to see the file in the **Downloads** Folder on your computer.



Other browsers:



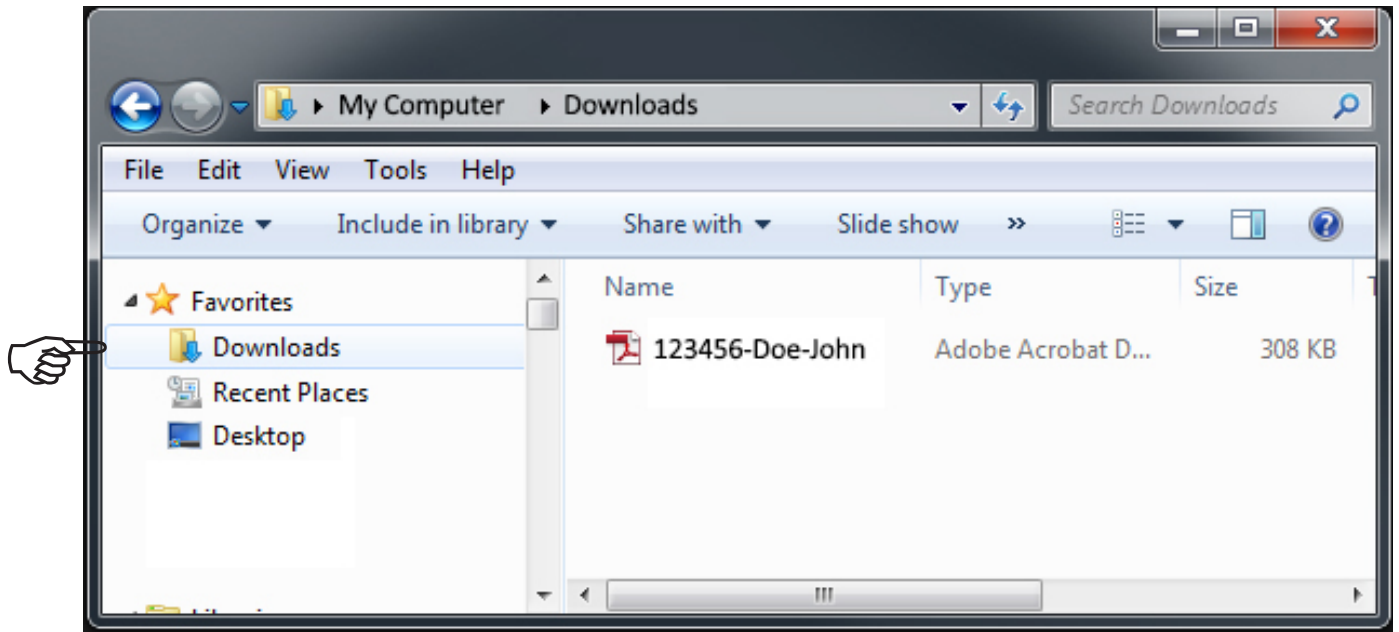
The **Internet Explorer**

browser *may* give you the option to open or save the file.

If this happens, **save your file** to a folder on your computer.

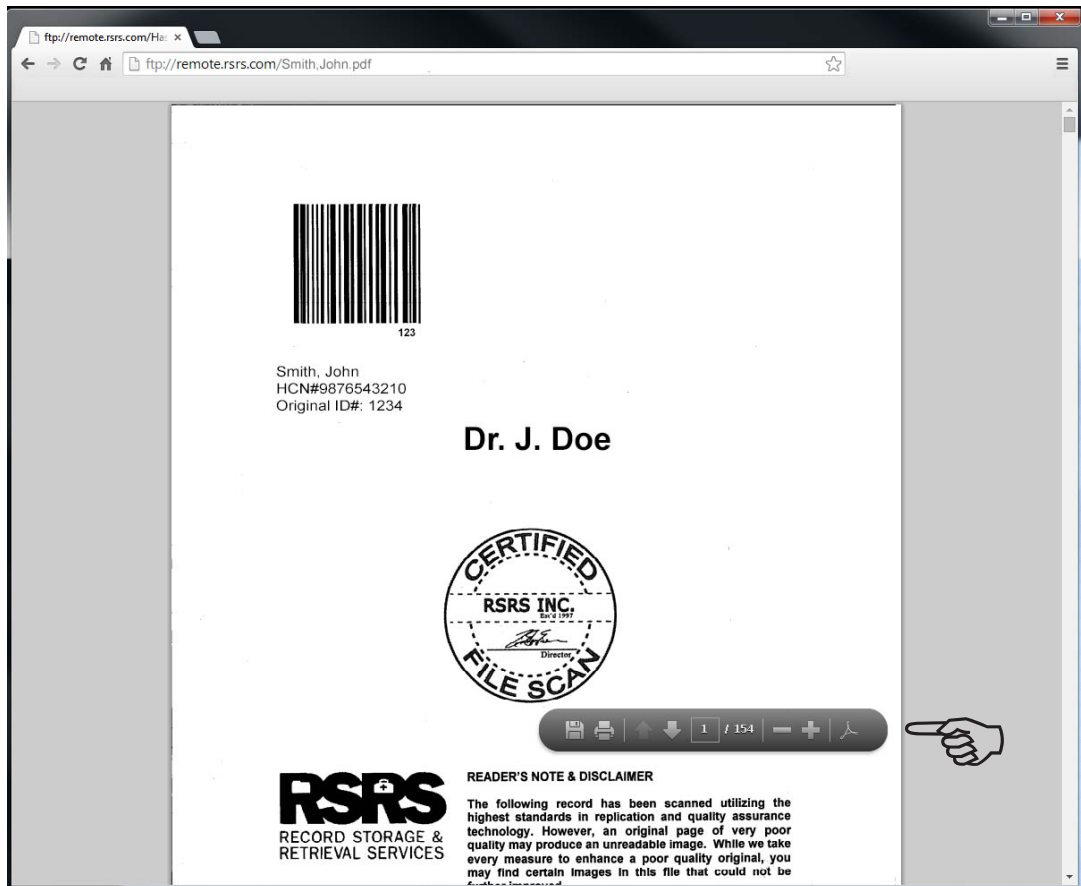


NOTE: The **Downloads** folder on your hard drive is where most browsers will put your file when you click on the link.



If you can't see where the file went after you click on the link, look for the file in the **Downloads** folder on your computer.

- 6) In some browsers, when you click on the link, the file may open up within the browser window.



If this happens...

hover the cursor over the window and a **bar of icons** will **appear**.

Then, click on the image of a **disk**, a dialogue box will appear and you will be able to save the file onto your hard drive.