Please note: No action is needed to have information flow into MyWVUChart from Wheeling hospitals and clinics as of April 1, 2022. Health information from April 1, 2022 onward will be shown in MyWVUChart.com. These directions are for taking information from a file or summary in Follow My Health and placing it in file form into Lucy, your personal health record. This process can be used to keep historical records if you desire to do so. Historical records may also be requested from Health Information Management at any time.
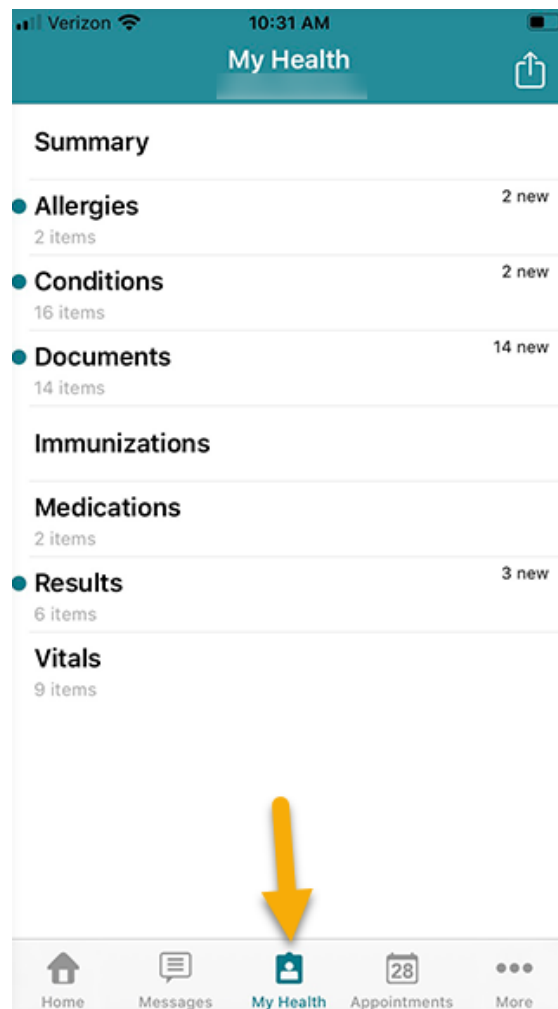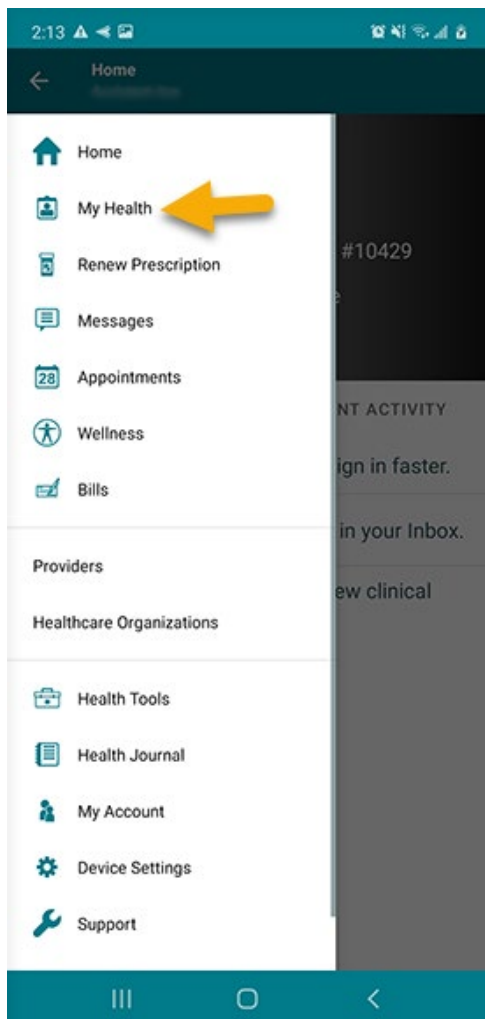
How to export information out of Follow My Health and import the File into your Personal Health Record
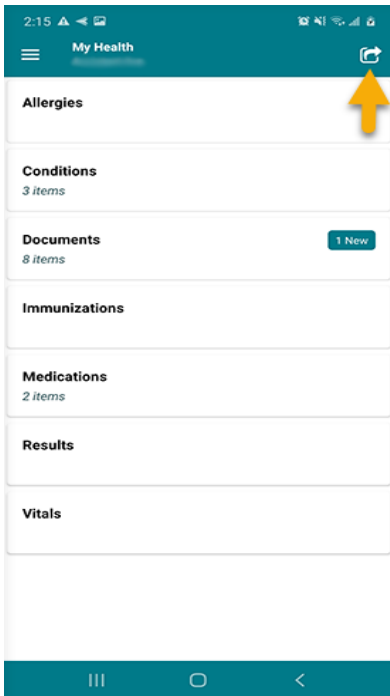
Step 1: Log into the account.

Step 2: Tap the Menu option and select "My Health".

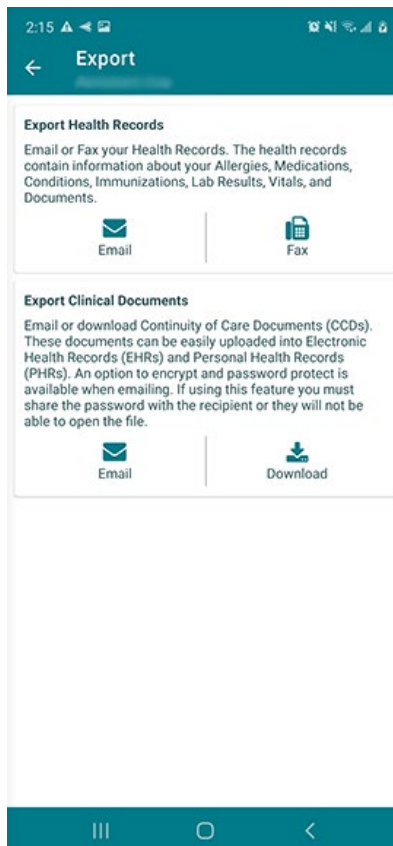**Android App**   **iOS App**

Step 3: You can click on any one of the sections such as "Conditions". Click on the "Export" icon at the top right corner of the screen.
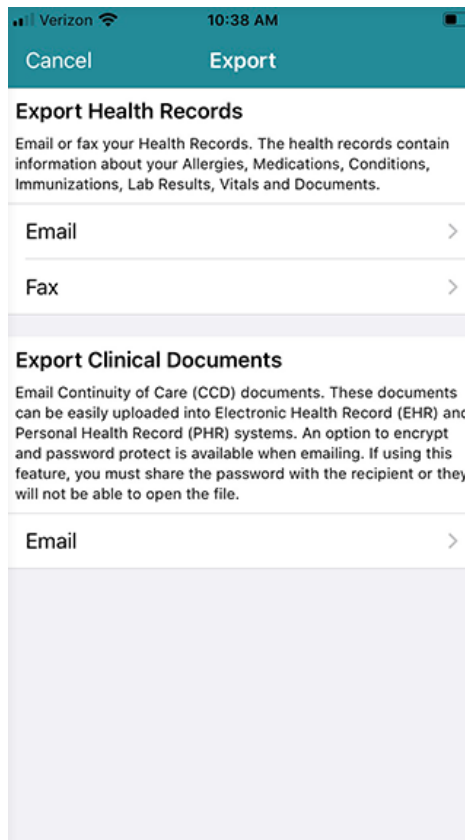

Step 4: Choose what you would like to export. You can export your health records or just clinical documents to either your personal email or fax number.

Android App   **iOS App**

Step 5: Once you choose your option, enter your email address or fax number. Then, choose what you would like to be sent. Once you have chosen what you would like to be sent, click "Send".

Step 6: You will then receive a warning message about sending your health records by either email or fax. Once you get that message, just tap "Ok". You will then see a black bar at the bottom of your screen letting you know the email or fax has been sent successfully.

You will need to have your MyWVUChart account created for the following steps. This can be done online by going to www.mywvuchart.com and clicking on "Sign Up Now" and then scroll down to see "Sign up Online" if you do not have an activation code.

To Upload the Exported file Into MyWVUChart Lucy:

Log in to MyWVUChart.com

At **Your Menu**, search for "Lucy"
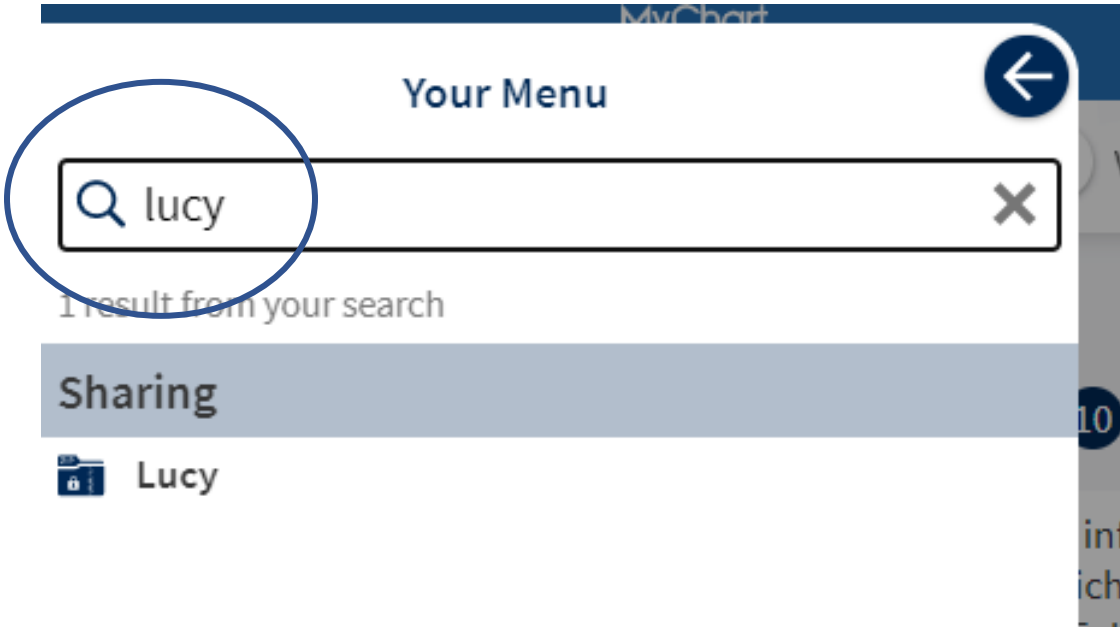
Accept the agreements by putting a check mark in this box and then click **Link me up with Lucy and MyChartCentral**.
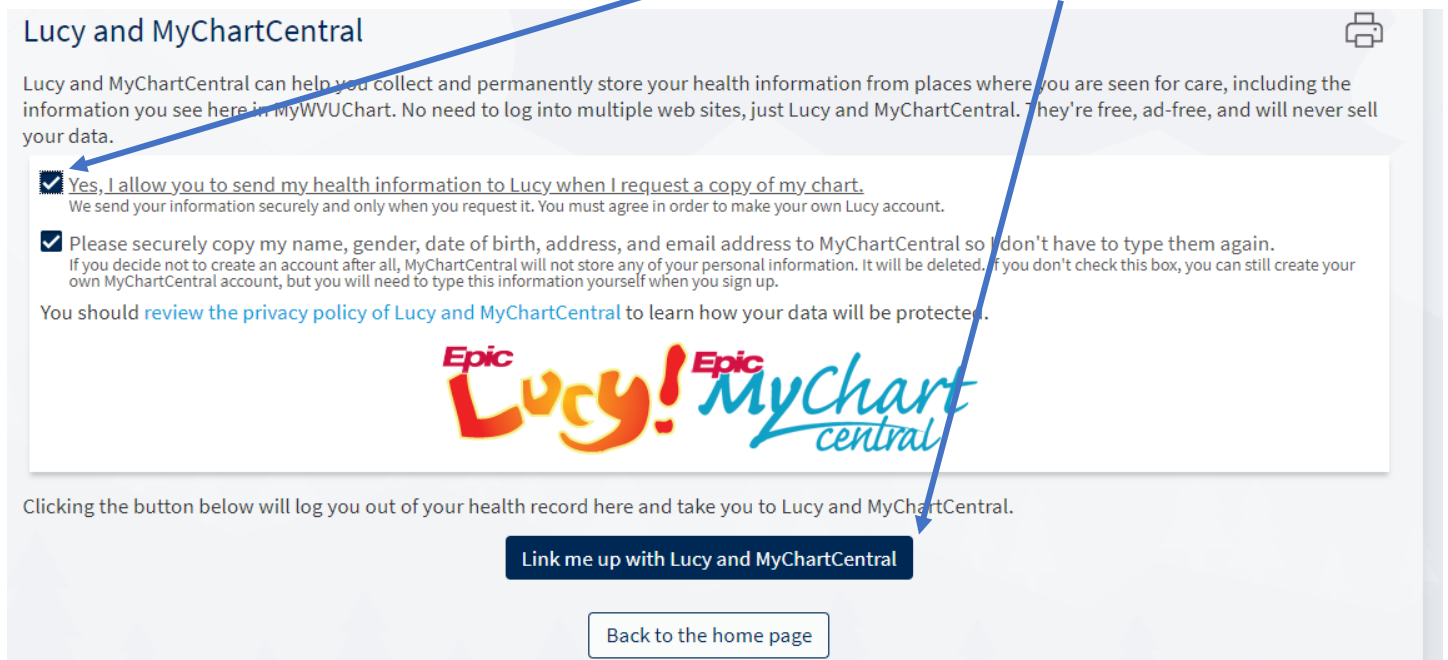
If this is the <u>first</u> time you logged in to **MyChartCentral you must click on Create a New Account.**

If you have previously logged in to MyChartCentral, click on **Use An Existing Account**.

Accept the user agreement. Then verify your information and if correct, then click **Next Step** :

If you are creating a New Account, create a Username and Password, as well as a security phrase. Be sure to follow the **Username Requirements**.

Then click **Next Step.**

Create security questions and then click **Next Step**:

Confirm the entered information.

Go to your email and follow the directions in the activation message. __It could take 10 – 30 minutes for email to appear.__

After verifying and signing in to Lucy, click on the **Lucy** picture:

Select **Add a Document From My Computer**:

Find the document on your computer that you exported from Follow My Health by searching with **Choose Files** and then click **Next**

If you are connected to other organizations you can select whether they can view the document. Then click

Save This Document: