

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.

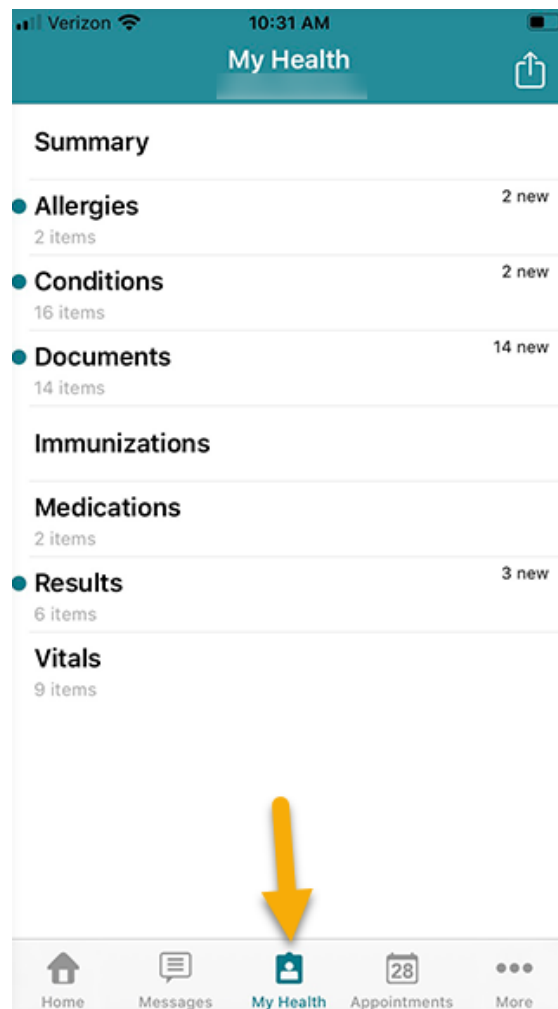
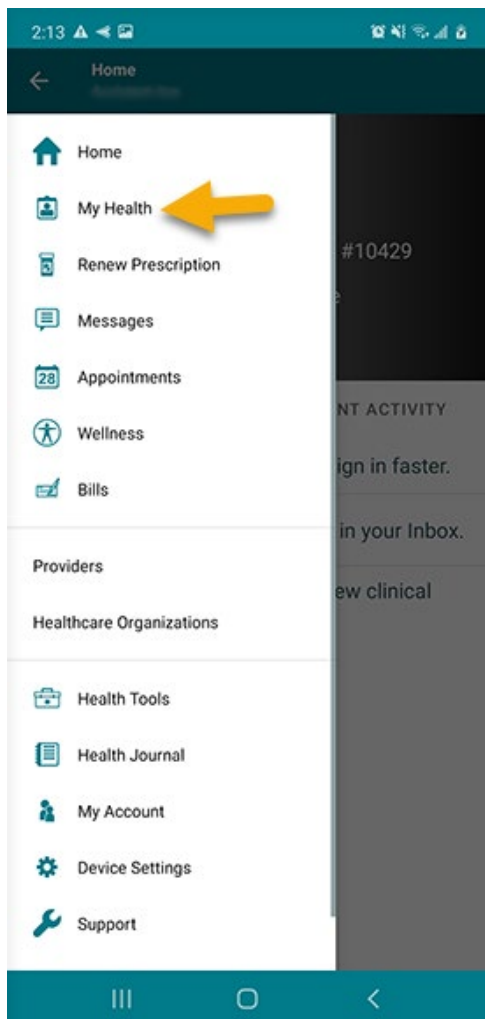
How to export information out of Follow My Health and import the File into your Personal Health Record

Step 1: Log into the account.

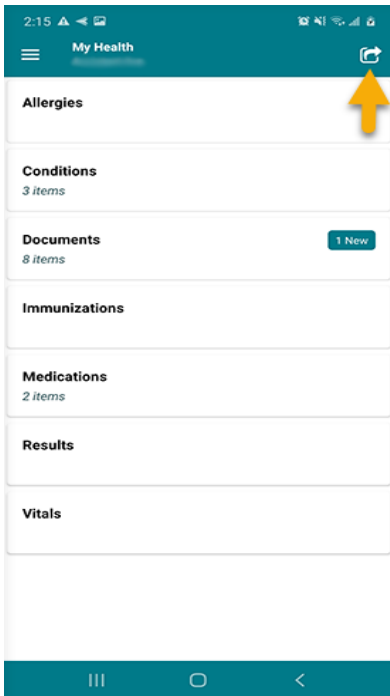
Step 2: Tap the Menu option and select “My Health”.

Android App

iOS App

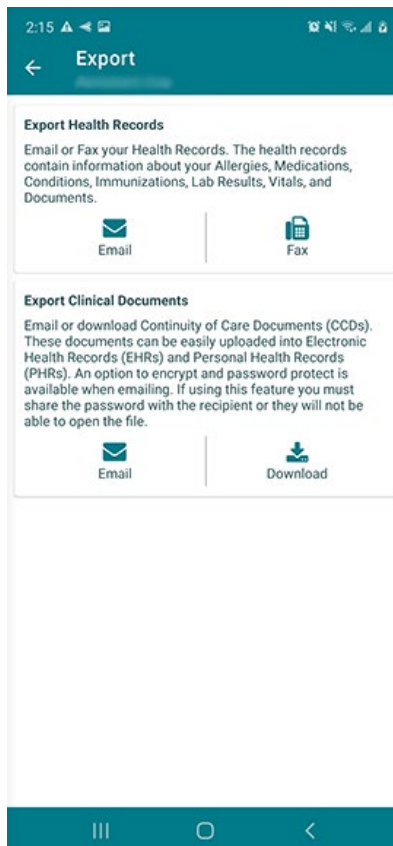


Step 3: You can click on any one of the sections such as “Conditions”. Click on the “Export” icon at the top right corner of the screen.

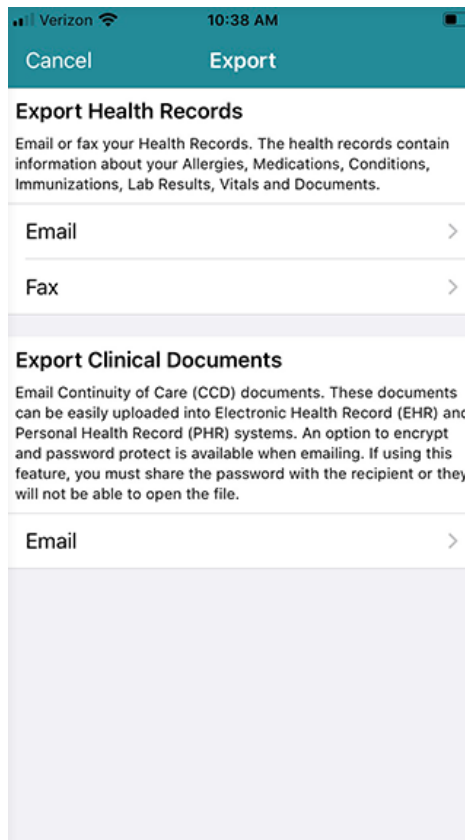


Step 4: Choose what you would like to export. You can export your health records or just clinical documents to either your personal email or fax number.

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”.

The screenshot shows a mobile application interface for sending health records. At the top, the status bar displays the time 2:15 and various system icons. Below this is a teal header bar with a back arrow and the text "Email Health Records". Underneath the header is a white input field containing the email address "example@email.com". A blue bar with the text "Clinical Items to Include" is positioned below the input field. This is followed by a list of items, each with an unchecked checkbox: "Select All", "Summary", "Conditions", "Medications", "Allergies", "Immunizations", "Results", "Vitals", and "Documents". At the bottom of the form is a grey button labeled "SEND". The very bottom of the screen shows a teal navigation bar with three icons: a hamburger menu, a home circle, and a back arrow.

2:15 ▲ ◀ ▶ 🔔 🔊 🔋 🔒

← Fax Health Records

To Whom _____

(###) ###-#### _____

Clinical Items to Include

Select All Summary

Conditions

Medications

Allergies

Immunizations

Results

Vitals

Documents

SEND

||| ○ <

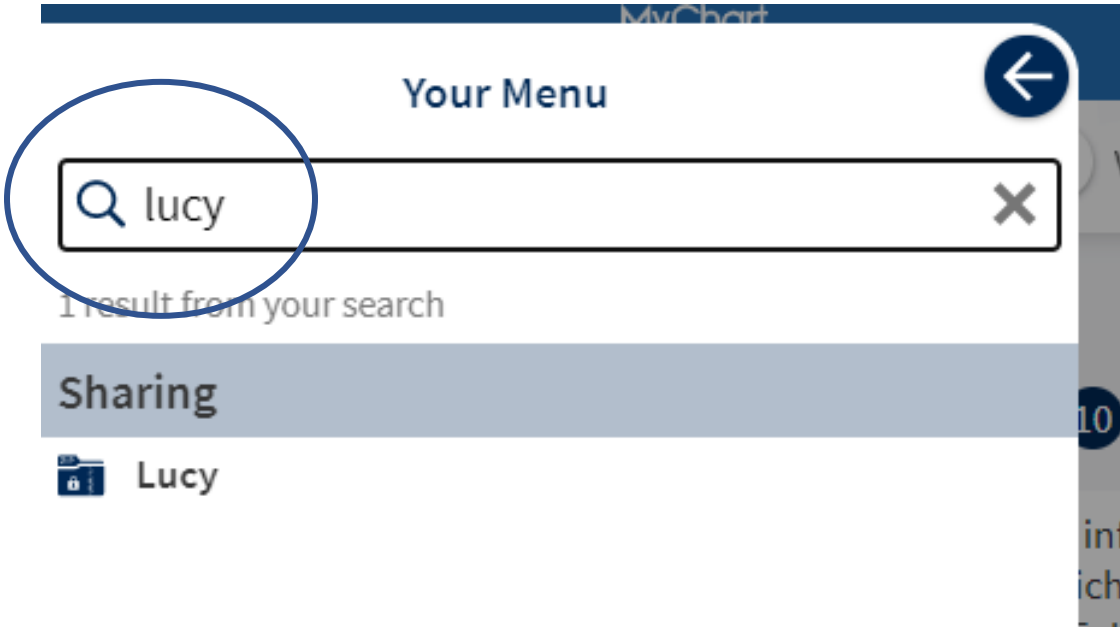
Step 6: You will then receive a warning message about sending your health records by either email or fax. Once you get that message, just tap “Ok”. You will then see a black bar at the bottom of your screen letting you know the email or fax has been sent successfully.

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.

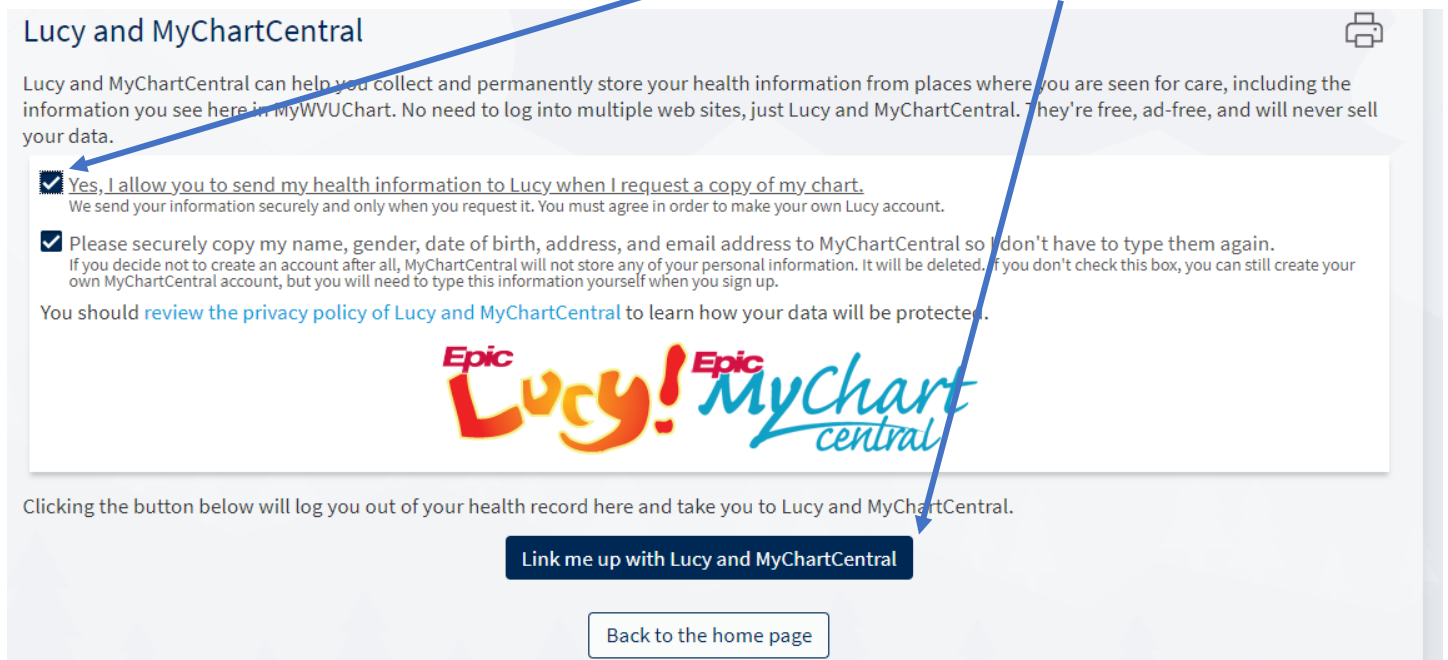
To Upload the Exported file Into MyWVUChart Lucy:

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 first 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**.

Epic MyChart Central Welcome to MyChartCentral [Log In](#)

Please select one of the options below.

New Account
If you've never been to MyChartCentral before, then you'll need a username and password to get started. Click the button below to create your new account. You'll be able to link with MyWVUChart once you've established an account here at MyChartCentral.

Existing Account
If you already have an account with MyChartCentral, then you should click the button below to sign in to your account. You will be asked to enter your username and password. Once you are logged in, you can link with MyWVUChart from the main page.

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

2 Create a New Account: About You

Your address and other information has been sent over from MyWVUChart to fill in your information below. Click the "Edit Your Information" button to make any corrections. Changing this information may affect your ability to link with your chart at MyWVUChart.

First name: Beforeyause	Last name: Think
Date of birth: 1/23/1956	Address-Line 1: 123 No Name Avenue
Gender: Female	Address-Line 2:
Phone:	City: MORGANTOWN
Email: michelle.nieman@wvumedicine.org	State: West Virginia
	Zip code: 20101

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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**.

3 Create a New Account: User Authentication and Security

Choose a username and password that you will use to log into your account.

Username:
Password:
Confirm password:

Username Requirements

- 6 At least 6 characters
- Does not contain: " () , ; < > @ [\]
- No consecutive dots, or start/end with dots

Enter a security phrase below. MyChartCentral will always include this security phrase in any email that we send to you. If you receive an email that says it's from MyChartCentral but does not include your security phrase, you should ignore the email and should not click on any links in it.

Security phrase:

Previous Step

Next Step

Then click **Next Step**.

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

4 Create a New Account: Security Questions

Please choose three questions and provide answers for them. Your three questions must be unique.

Question:
Answer:
Question:
Answer:
Question:
Answer:

We use these questions to verify your identity when you log on from a public or shared computer.

Previous Step

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.**

Almost There ...

Your account has been created, but it still needs to be activated. Check your email account, tdo90890@mail.com for an activation message, make sure the email contains your security phrase, **Hi John**, and then follow the activation link to get started.

Add noreply@mychartcentral.com to your email's safe-sender list.

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



Welcome, Bolt

boltd.798@directps.mychartcentral.com

[Lucy](#) | [MyChartCentral](#) | [Profile](#) | [Log Out](#)

Add a New Healthcare Organization



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

[Lucy](#) | [MyChartCentral](#) | [Profile](#) | [Log Out](#)



My Personal Health Record

Options ▶

Lucy will help you to keep a personal health record that contains your allergies, medications, medical conditions, and other important information about your health. Data that you enter in your personal health record can be shared with clinicians who take care of you. [What can my healthcare providers see?](#)

Start Editing My Health Record



My Medical Documents

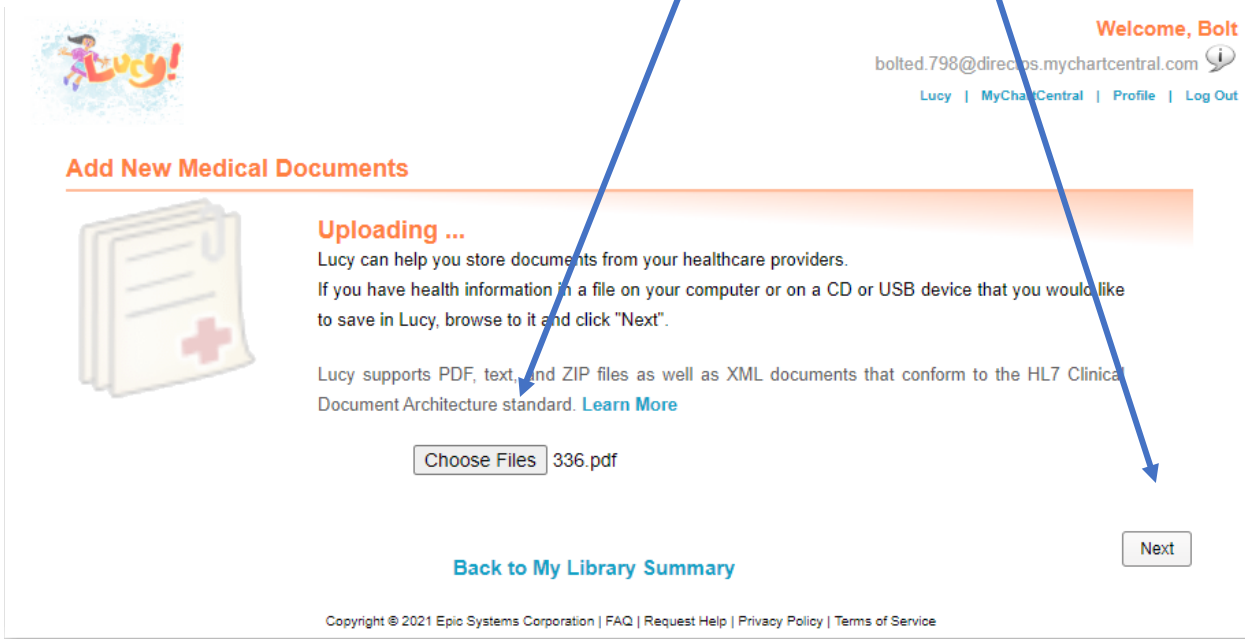
Options ▶

Your medical document library is a place where you can keep summaries of your health that have been created by people who provide you with medical care. You can choose to let your other healthcare providers see these summaries so they can provide you with better and more complete care. [What can my healthcare providers see?](#)

You don't have any medical documents in your library right now.

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**



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Add New Medical Documents

Uploading ...
Lucy can help you store documents from your healthcare providers. If you have health information in a file on your computer or on a CD or USB device that you would like to save in Lucy, browse to it and click "Next".

Lucy supports PDF, text, and ZIP files as well as XML documents that conform to the HL7 Clinical Document Architecture standard. [Learn More](#)

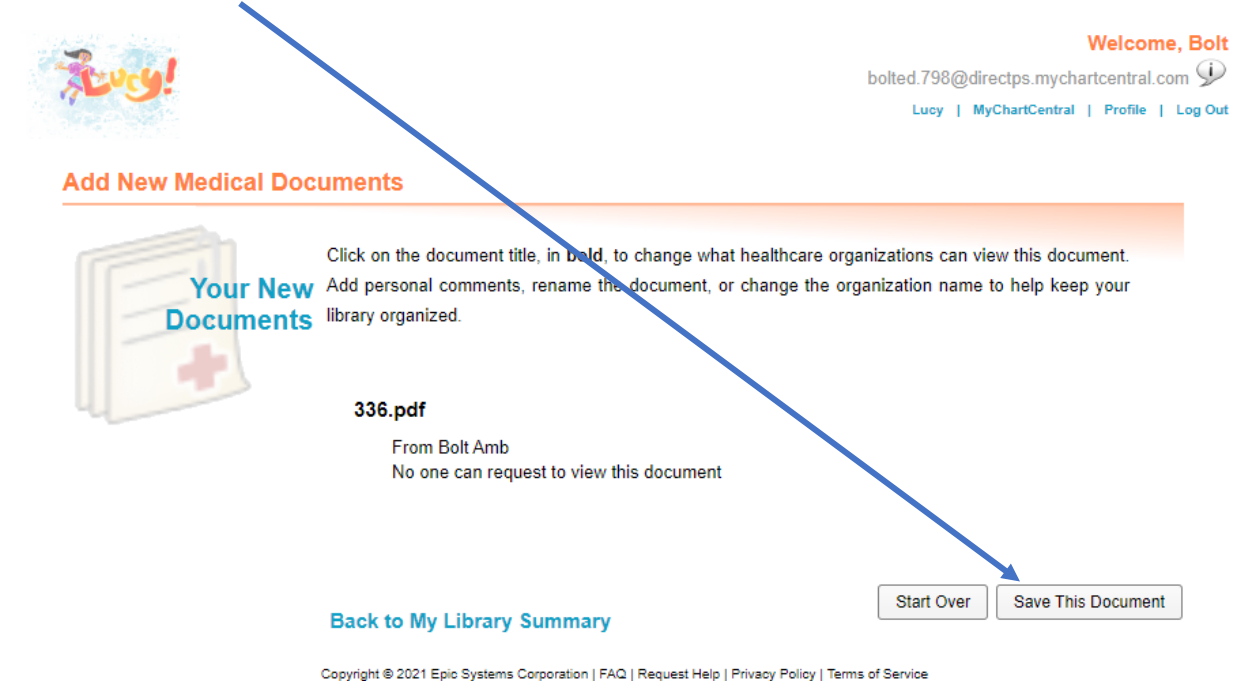
336.pdf

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

Save This Document:



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Lucy | MyChartCentral | Profile | Log Out

Add New Medical Documents

Your New Documents

Click on the document title, in **bold**, to change what healthcare organizations can view this document. Add personal comments, rename the document, or change the organization name to help keep your library organized.

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From Bolt Amb
No one can request to view this document

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