

ELECTRONIC STORAGE MEDIA INSTRUCTIONS

Thank you for requesting an electronic copy of your medical records. Below are **very important instructions** on how to open and view your medical records.

PLEASE NOTE: Before proceeding with these instructions **you must have software that can read a .PDF file. It must be installed onto your computer prior to opening your medical record. One such software is called Adobe Acrobat Reader.** Adobe Acrobat Reader is free to download if you so choose to use this software.

1 – Please insert the UMMC Flash/Storage Drive into your desktop or laptop.



2 – After you have inserted the UMMC Flash/Storage Drive into your desktop or laptop you will be asked to type the password for the storage drive. **Please type as shown below. If typed incorrectly more than three times it will destroy the medical records and a new UMMC Flash/Storage Drive will have to be requested.**



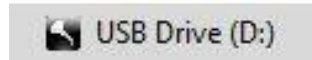
Password is: Ummc1234

If you experience any difficulty please call UMMC Release of Information at 601-984-4050.

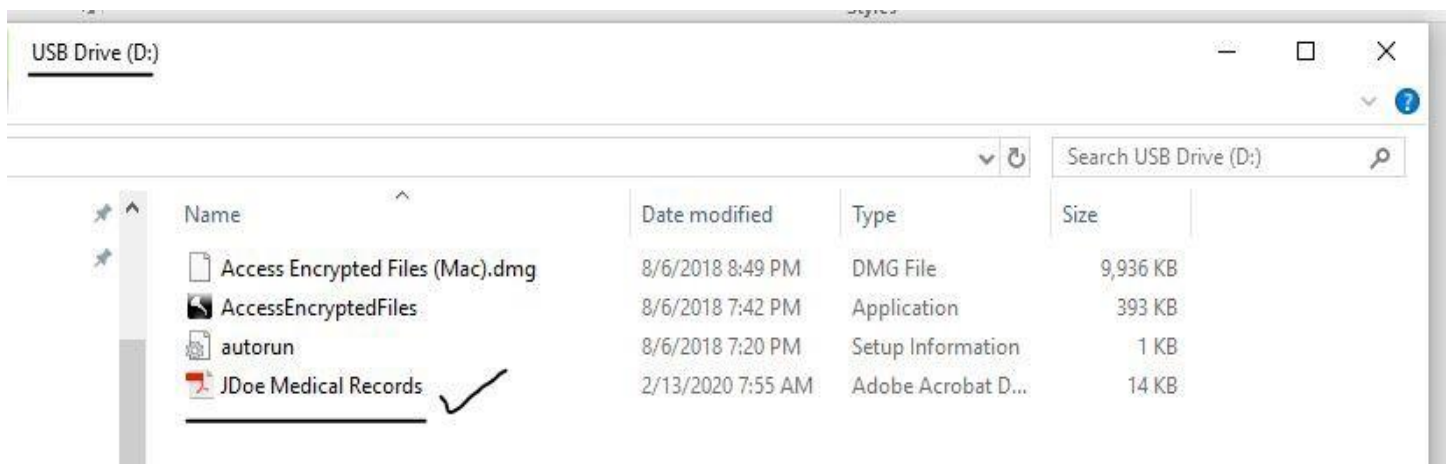


ELECTRONIC STORAGE MEDIA INSTRUCTIONS cont'd

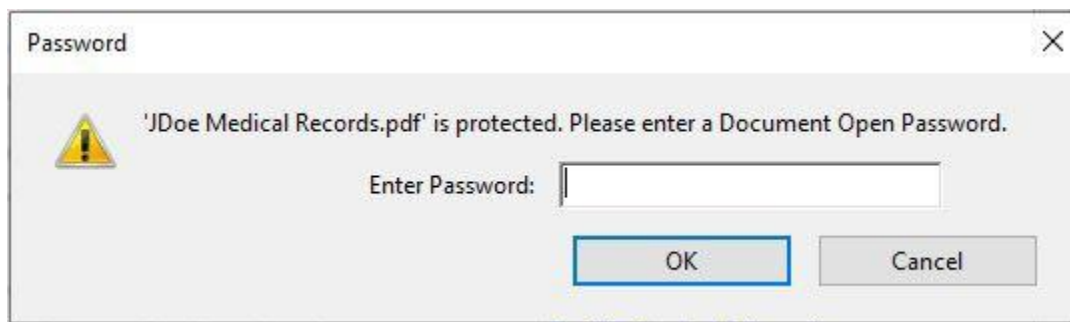
3 – After you correctly type the password your computer will open the storage drive. If it does not automatically open, go to your PC files and look for the “USB drive” location and click it.



Once the USB Drive is opened you will see your name or the patient's name.



4 – Double-click your name or the patient's name. Example: John Doe. **Your .pdf software (Adobe Acrobat Reader) should open and will ask you for the password to open the medical records.**



The password (**ALL CAPS**) is the first initial of the patient's first name and their FULL last name and the 8 digits of the patient's date of birth.

Example: John Doe DOB: 07/31/2017 >> Type the Password as: JDOE07312017

REMEMBER: Do not attempt to enter the password more than 3 times.