MyHealthPEI Resource Guide: Communication Centre

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Table of Contents

5 Communication Centre

On the left-hand side of your MyHealthPEI dashboard, you will see an option for **Communication Centre**. Beside the **Communication Centre**, you will see an arrow pointing down. Please click on this arrow to see what options are available to you for review.

Once expanded, you will see options to access the below:

- **My Documents**
- **Previous Announcements**
- **Print My Record**
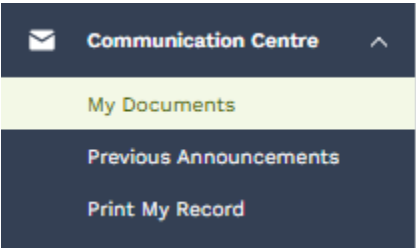
5.1 My Documents

My Documents allows you to upload your personal health documents (for example, out of province results you receive on paper or via email), helping to keep it safe and all in one place for easy access.

On this page, you will see a dropdown list titled **Date Range**. Clicking on this dropdown list will allow you to decide what timeframe you would like to view for your uploaded documents.

Date Range

All	⌄
All	
Last 7 Days	
Last 14 Days	
Last 30 Days	
Last 90 Days	
Last 6 Months	
Last 12 Months	
Custom	

The main section of this page features the list of documents that you have uploaded into **My Documents**.

Uploaded Date ↕	Name ↕	Size ↕	File Type ↕	Source ↕	Action	Personal Notes	
08-Jul-2025 12:04 PM	My Diabetes Passport final 2.docx	93 KB	Microsoft Office - OOXML - Word Document	JOHN ZZTEST via MyHealthPEI	View or Download	Add/View Personal Notes	>

1 - 1 of 1 | Page 1 of 1

If you have more than one page of records, you will see a count of pages at the bottom of the list of uploaded documents, which you can move through the various pages of documents using the **Previous** and **Next** buttons.

1 - 10 of 264 | Page 1 ⌄ of 27 | ← Previous   Next →

By clicking on the bolded text headers at the top of the list of documents, you can sort your records by the selected field.

Uploaded Date ↕	Name ↕	Size ↕	File Type ↕	Source ↕	Action	Comments

5.1.1 Uploading a File into My Documents

A couple of guidelines to know about before you begin the steps to upload a file:

1. Files uploaded can be no larger than **5MB**.
2. Many document types are accepted. Please find that detailed list below:
   - .avi, .bmp, .ccd, .ccr, .cda, .doc, .docm, .docx, .gif, .jpg, .jpeg, .mp3, .one, .pdf, .png, .ppsm, .ppsx, .ppt, .pptm, .pptx, .pub, .rpmsg, .rtf, .tif, .tiff, .txt, .vsd, .wav, .wma, .wmv, .xls, .xlsx, .xml

Once you have checked that your file follows the above guidelines, click on the **Add Document** button on the top right-hand corner of the **My Documents** screen.

Add Document

In the **Add Documents** window that pops up, locate and select the file you would like to upload by clicking on the **Choose File** button. Once you locate this file, click **Open** to have your document upload, and then click **Save** on the bottom right-hand corner of the Add Document window.

Your document will now be viewable on the main page of the **My Documents** screen.

5.1.2 Viewing, Downloading, and Deleting Documents

Once you upload your document and it is viewable on the main **My Documents** screen, you can decide to either view the document within MyHealthPEI or download it to your computer or mobile device.

To view your record with the MyHealthPEI service, simply locate the name of the file you want to view on the **My Documents** screen and click anywhere on that line. A new window named **View Document** will open on the right-hand side of your screen:

View Document   ✕

Use the delete button below to remove this information.

Uploaded Date
06-Nov-2024 03:30 PM

Name
XLS lt 5MB.xlsx

Size
105 KB

File Type
Microsoft Office - OOXML - Spreadsheet

Source
PEISTG Test2 via MyHealthPEI

Action
| View or Download |

| Delete |

If you want to download a copy of the document, click on the **View or Download** button and you will see a pop-up on the top right-hand corner of your internet browser with the file name. Click on the pop-up that appears and your file will open. You can choose to save it on to your desktop or device.

Uploaded Date ⇅	Name ⇅	Size ⇅	File Type ⇅	Source ⇅	Action	Personal Notes
08-Jul-2025 12:04 PM	My Diabetes Passport final 2.docx	93 KB	Microsoft Office - OOXML - Word Document	JOHN ZZTEST via MyHealthPEI	View or Download	Add/View Personal Notes ＞

1 - 1 of 1 | Page 1 of 1

To delete a document you have uploaded, you will see a **Delete** button on the bottom left-hand corner of the **View Document** button.
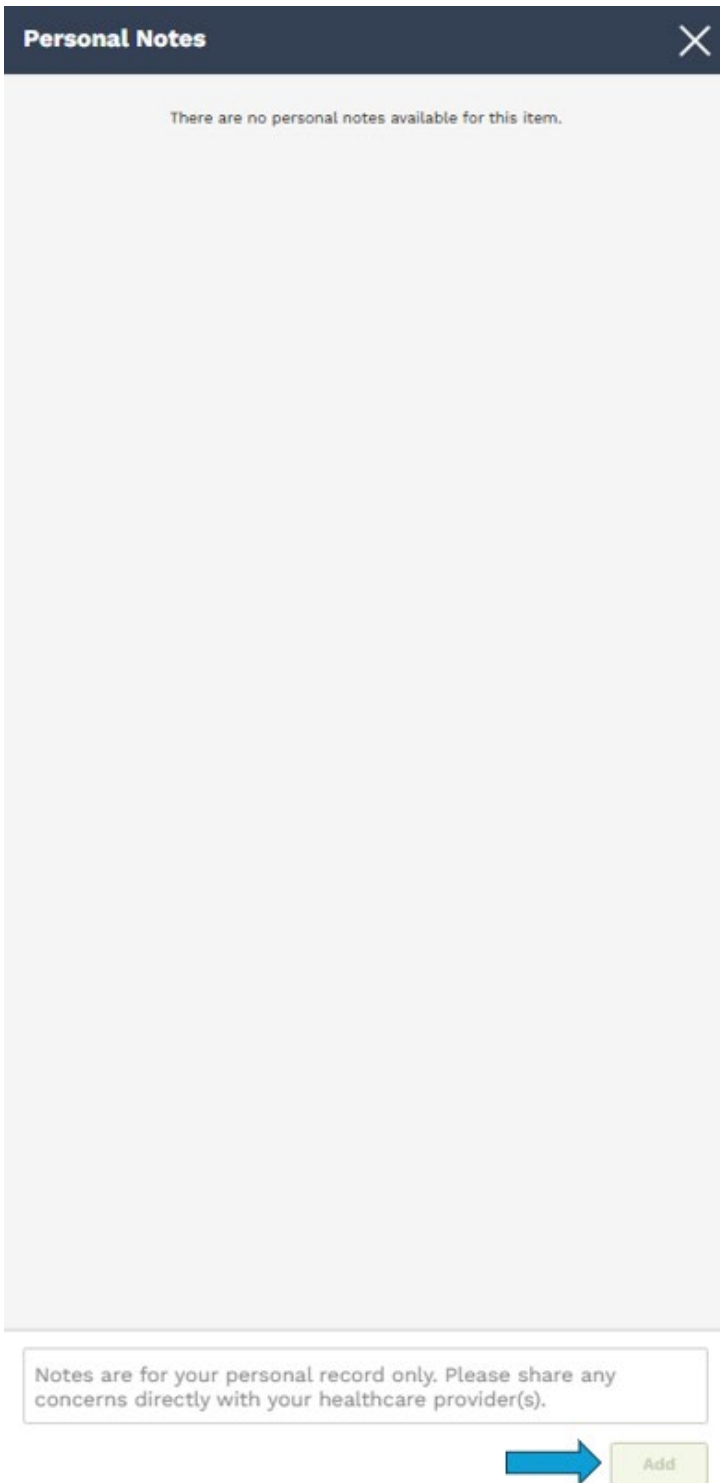
5.1.3 Adding, Viewing, and Deleting Comments

You can also add or view your personal notes. It is important to know that the notes you add are *only visible by yourself* unless you choose to share your record. Select the **Add/View Personal Notes** button and you will see a pop-up open on the right-hand side of your screen. Here, you will see an area where you can view or type in your notes. If it is a new note, once you're done typing click on **Add**.

Personal Notes ✕

There are no personal notes available for this item.

Notes are for your personal record only. Please share any concerns directly with your healthcare provider(s).

Add

To delete a note, click the **Add/View Personal Notes** button associated with the record. Click the **garbage icon (Delete)**. When prompted, click **Delete** again to confirm.

5.2 Previous Announcements

The **Previous Announcements** tool allows you to view announcements that you have either dismissed from your main MyHealthPEI dashboard or those that have expired.

Once you click on **Previous Announcements**, you will see tiles on the main section of the screen outlining the various announcements available for viewing.
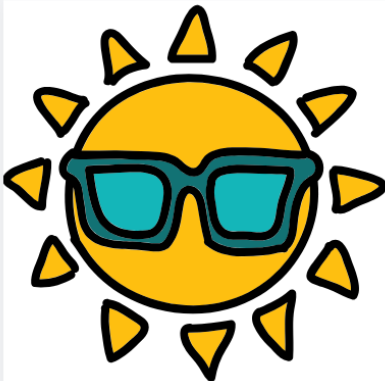

If you wish to view the previous announcement in more detail, click on the tile and a pop-up will open on the right-hand side of your screen with the announcement details.
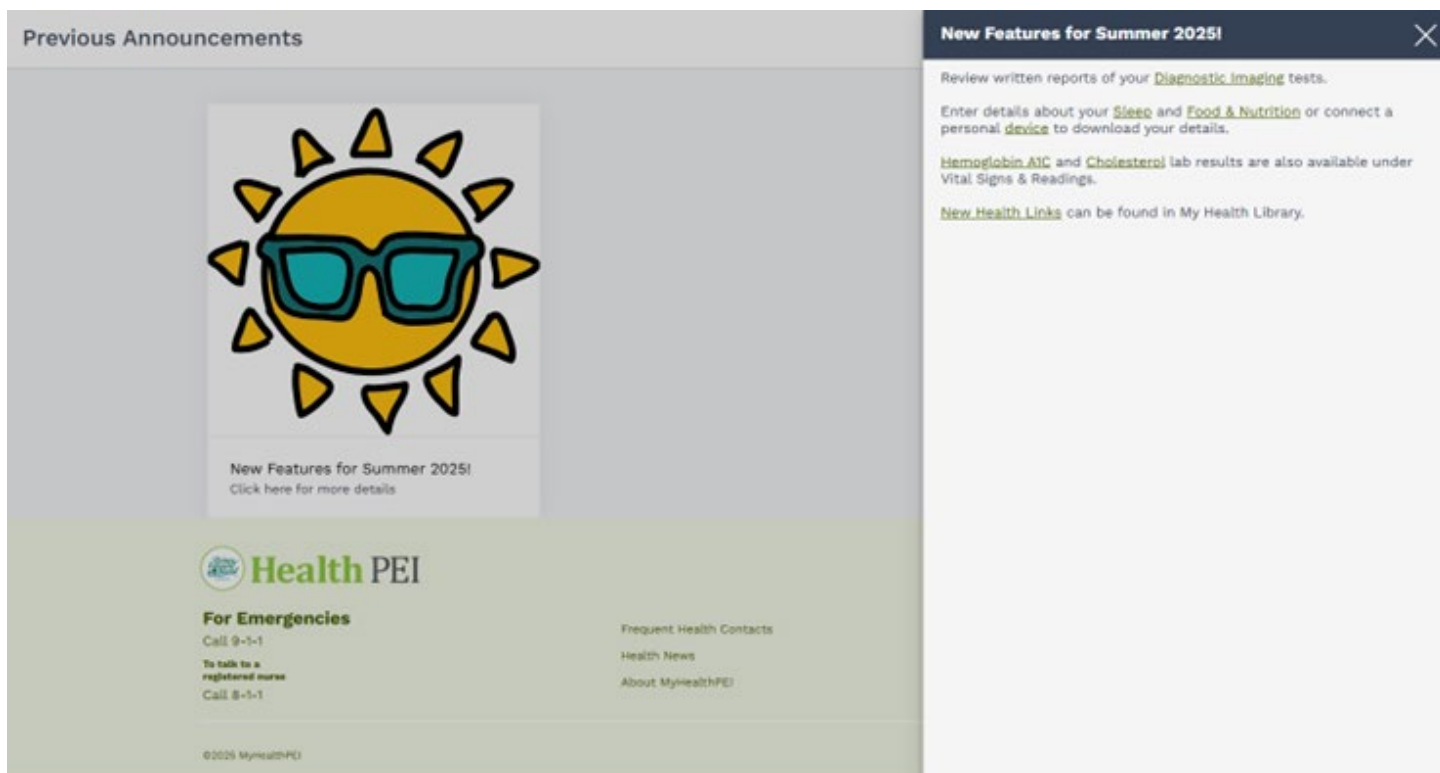
5.3 Print My Record

The **Print My Record** screen allows you to view and print a PDF report of the information in MyHealthPEI.

When you open this screen, there will be two options available to you. The first is a **Date Range** dropdown and the second is a dropdown called **Type of Data**.
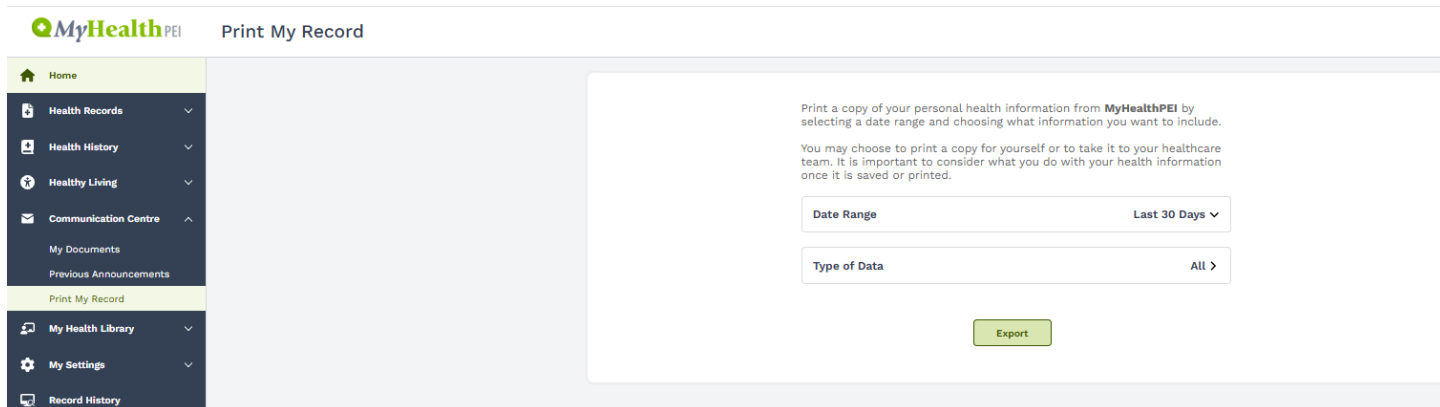
To download and print a report, please follow the below steps:

1. Customize the **Date Range** you would like to include:

Print a copy of your **MyHealthPEI** record by selecting a date range and choosing what information you want to include.

Print it for yourself or choose to send it to others.

Date Range	Last 30 Days ∧

	All
	Last 7 Days
Type of Data	Last 14 Days
	Last 30 Days
	Last 90 Days
Export	Last 6 Months
	Last 12 Months
	Custom

2. Customize the **Type of Data** you would like to include and click on **Save**. There is a **Select/Unselect All** button on the top right-hand corner of the **Print My Record** window that opens, showing the list of available data. This button allows you to mass select or de-select the data.

3. Click **Export** to download the report with the selected data. This will save the document as a PDF.

Print a copy of your **MyHealthPEI** record by selecting a date range and choosing what information you want to include.
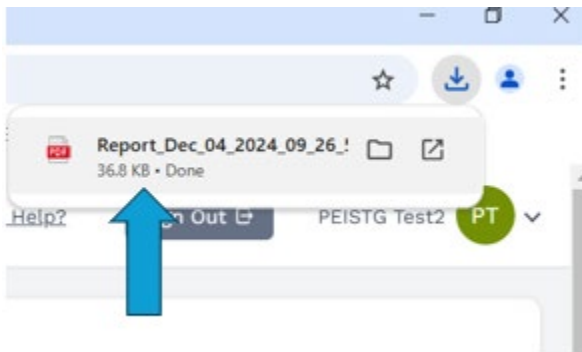
Print it for yourself or choose to send it to others.

Date Range	Last 30 Days ∨

Type of Data	Blood Glucose >

Export

4. Open the PDF, which will download to your internet browser, appearing on the top right-hand corner of the browser as a PDF file.

5. You can save the document to your desktop or mobile device. Once you open the downloaded document, you can click on the **Download** button, represented by a downward-pointing arrow on the top right-hand corner of your screen:

11
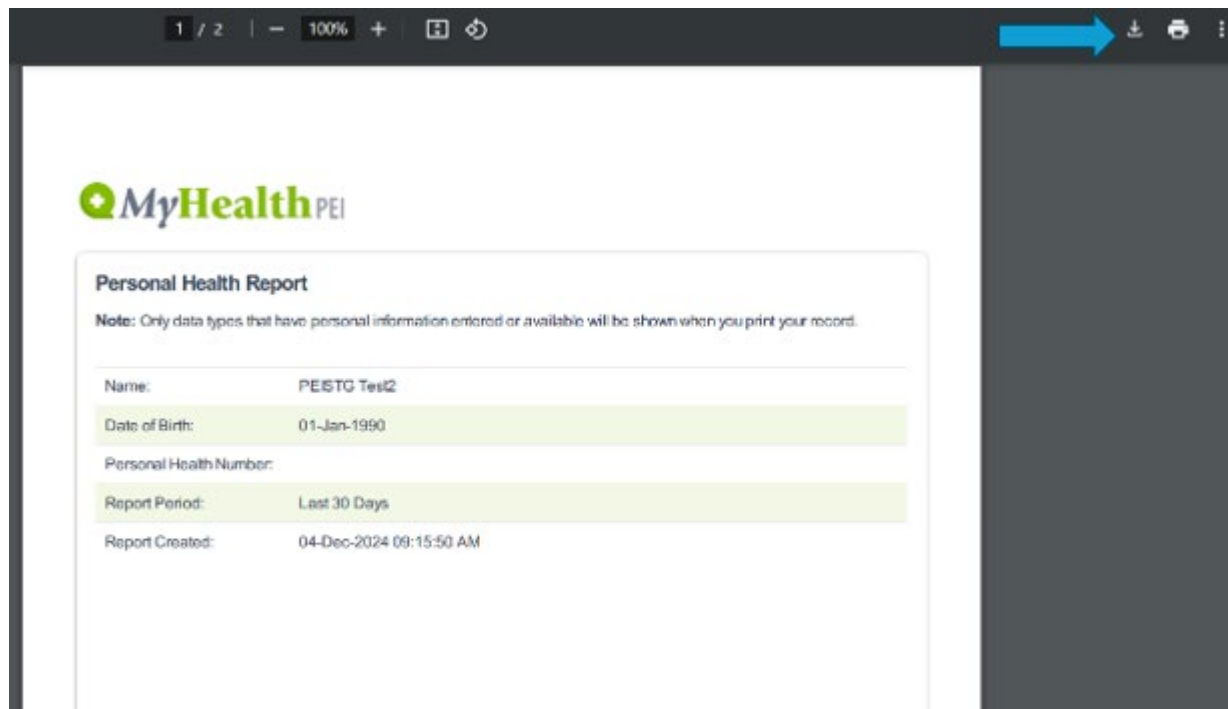
6. Alternatively, you can print the document to your printer by selecting the printer icon on the top right-hand corner of your screen.