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# **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.

You can upload your health documents to keep a digital copy secure. Some examples of health documents could be: copies of emails from your healthcare providers, pictures of medical instructions sheets or scans of handwritten prescriptions. You need to have the documents saved on your computer or device then click <b>Add Document</b> .						
This could make it easier	This could make it easier when talking about your personal health information later with your healthcare team!					
Date Range   All						
Uploaded Date 📮 🛛 Nam	e 🌲 Si	ize 🗘 🛛 I	File Type 🌲	Source 👙	Action	Personal Notes
	)iabetes Passport 93 2.docx		Microsoft Office - OOXML - Word Document	JOHN ZZTEST via MyHealthPEI	View or Download	Add/View Personal Notes >
1 - 1 of 1 Page 1 of 1						

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	er .
Last 12 Months	df
Custom	
PM	lest Document I.txt

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

Uploaded Date $\updownarrow$	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 Pa	age 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.



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.

Add Document	
Choose a Health file to upload from your computer or device, then click Save.	
* Indicates a required field	
*File Name	
Choose File No file chosen	
1	
Cancel Save	

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 righthand side of your screen:

View Document	$\times$
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 $\hat{\downarrow}$	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 >
			1-1of1 P	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.

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	

### 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**.

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	] >

1-1of1 Page 1 of 1

There are no personal notes available for this item.

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

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.

×

Personal Notes	×
STEPHANIE ZZTEST 30-Jun-2025 03:31 PM	💼 Delete
Test Source STEPHANIE ZZTEST via MyHealthPEI	

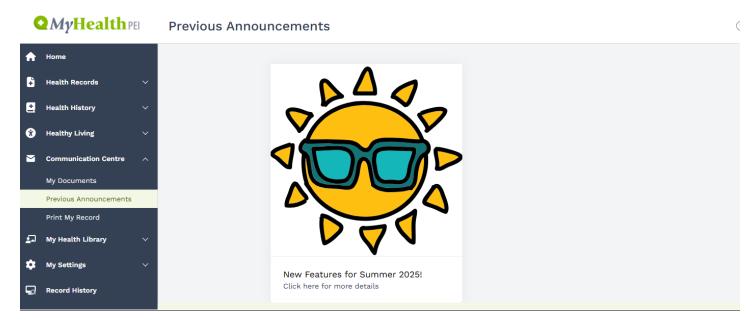
#### Are you sure you want to delete this item?



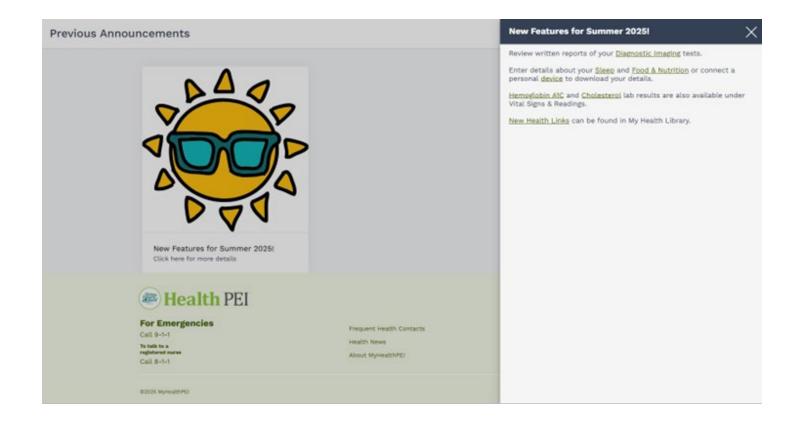
## 5.2 Previous Announcements

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 righthand 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**.

<b>MyHealth</b> PEI	Print My Record			
A Home				
🖡 Health Records 🗸 🗸			rint a copy of your personal health in electing a date range and choosing w	
🛃 Health History 🗸 🗸		Y		urself or to take it to your healthcare
😚 Healthy Living 🗸 🗸			nce it is saved or printed.	you do with your nearth information
🖌 Communication Centre 🔨			Date Range	Last 30 Days 🗸
My Documents			Type of Data	All >
Previous Announcements			Type of Data	Au 7
Print My Record				
🖬 My Health Library 🗸 🗸			Exp	ort
🗱 My Settings 🗸 🗸 🗸 🗸 🗸 V				
Record History				

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  ${\bf MyHealthPEI}$  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
Type of Data		Last 7 Days
		Last 14 Days
	Export	Last 30 Days
		Last 90 Days
		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.

	Print My Record	
		Select/Unselect /
Print a copy of your MyHealthPEI record t choosing what information you want to in	Activity	C
Print it for yourself or choose to send it b	Blood Glucose	C
Date Range	Blood Oxygen (O2) Saturation	C
	Blood Pressure	C
Type of Data	BMI	C
Export	Body Measurements	C
	Heart Rate	C
	Height	
	Immunizations	
	Lab Results	
	Cancel	Save

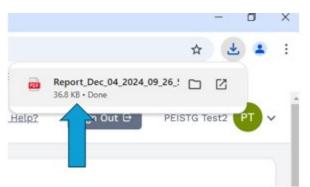
3. Click Export to download the report with the selected data. This will save the document as a PDF.

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.

Last 30 Days 🗸
Blood Glucose >

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:

	- 100% + E S	Ŧ
MyHea	<b>Ith</b> PEI	
Personal Health F	Report	
Note: Only data types the	hat have personal information entered or available will be shown when you print your record.	
Name:	PEISTG Test2	
Date of Birth:	01-Jan-1990	
Personal Health Numb	NOT:	
Report Period:	Last 30 Days	
Report Created:	04-Dec-2024 09:15:50 AM	

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

1 / 2	- 100% + 🗄 🕹	 Ŧ
Q <i>My</i> Hea	<b>Ith</b> PEI	
Personal Health F	Report	
Note: Only data types the	hat have personal information entored or available will be shown when you print your record.	
Name:	PESTG Test2	
Date of Birth:	01-Jan-1990	
Personal Health Numb	DF.	
Report Period:	Last 30 Days	
Report Created:	04-Dec-2024 09:15:50 AM	