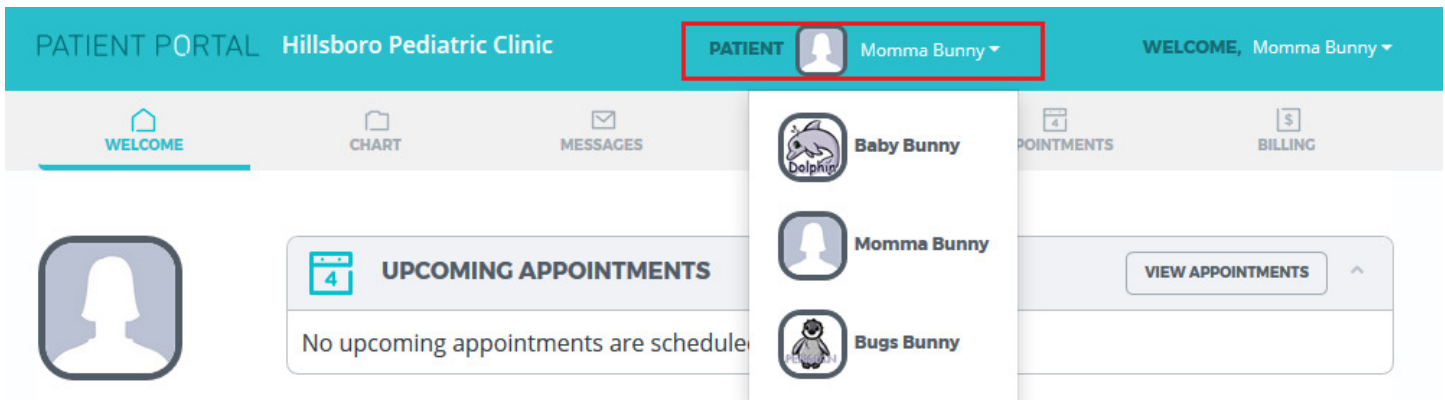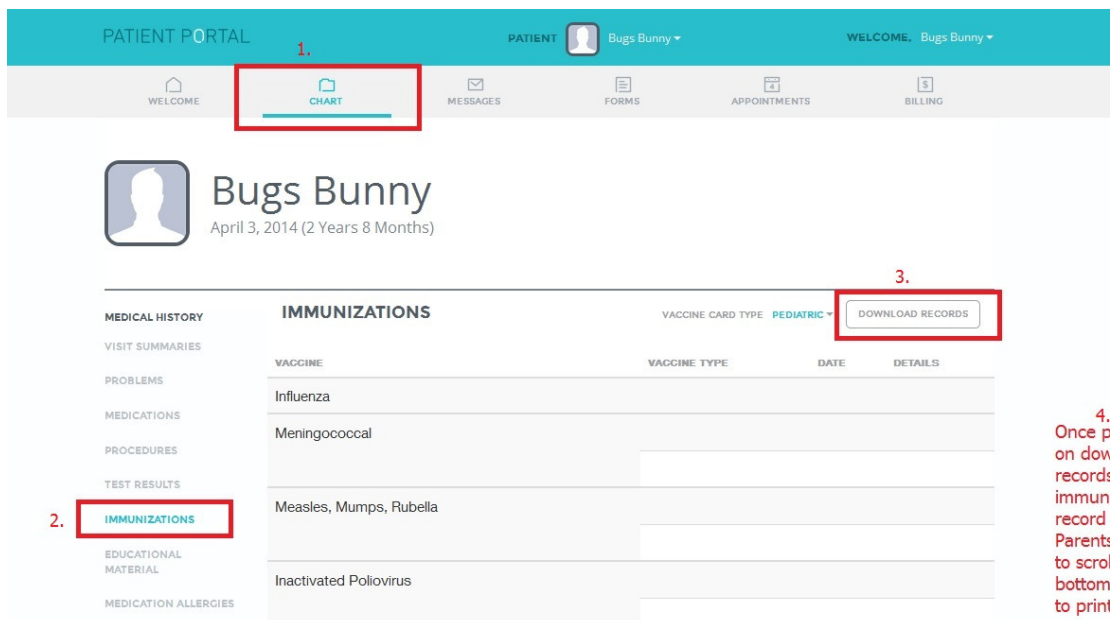# How to Print Shot Record from Patient Portal

1. Go to Hillsboropeds.com

2. Click on the patient portal icon

3. Enter your user name and password. If you have never been set up with a username and password contact the office directly at 503-640-2757. If you have forgotten your password you can click on Reset my password.

4. Once you have logged in make sure that you are accessing the portal for the correct child. On the top banner **Patient** will display which patient chart you are accessing. If there are multiple children click on the drop down button and select the correct patient.

5. From the patient chart that you desire click on **Chart**

6. Select **Immunizations** from the **Medical History** section on the left hand side.

7. Click on **Download Records**

8. Once download is complete the immunization record will open. Scroll to the bottom and select Print.