BURBANK URGENT CARE

EASY STEPS to Get Discharge Notes Sent To Your Email

1. **Go to burbankurgentcare.com**

Click **Get Copy of Discharge Notes**

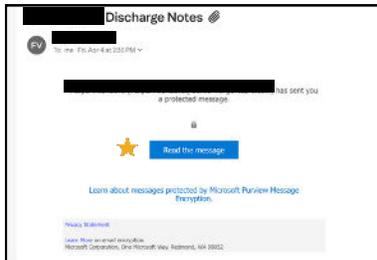Fill out and submit the form **Get Copy of Discharge Papers**

Give **Burbank Urgent Care 24 hours to verify the request** We use a HIPAA secure system.
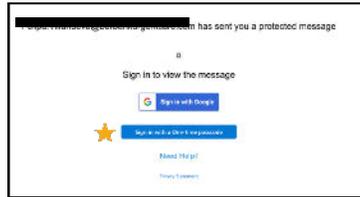
SORRY.. *We don't take requests by phone.*

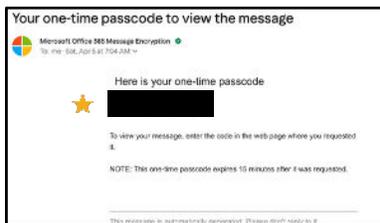**2. 24 hours later, check your email and do the following:**

A Open the email from **@burbankurgentcare.com.** In subject, you'll also see **patient's name Discharge Notes.** Click button - **Read Message.**

Click button **Sign in with a One-time password**

B Check your email again and open the email from **Microsoft Office 365.** Subject will display: **Your one-time password....**

Copy and paste the password into the **one-time passcode text box** from previous email message and click the hyperlink - **Continue**

Download the PDF - patient's Discharge Notes

DONE ✓