



Printing Your Records From Medica

Once a file is uploaded to Medica, you can login and print the documents at any time. Please follow the instructions below to access and print your uploaded documents.

1. Once you are logged in to Medica, select “Uploads” from the menu on the left.
 - a. Mobile devices will only show the upload icon.
2. Scroll to the bottom of the page where it says **“Documents already on file”**
 - a. You will see the screen below:

Documents already on file

Covid-19 Results received on 8/17/2022

[View File](#)

Immunization Record received on 7/6/2022

[View File](#)

3. Locate the document you want to print, and select “[View File](#)” underneath it.
 - a. Once you select view file your document should begin to download.
4. Once your file has finished downloading, open it and search for the print icon.

