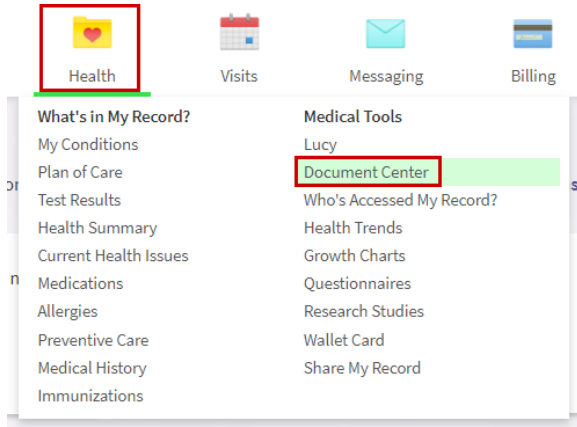


# Medical Records Request

## How do I request official documents from the Medical Records Department?

Placing a request for medical records is completed in Document Center.

1. Navigate to the “Health” tab and choose “Document Center.”

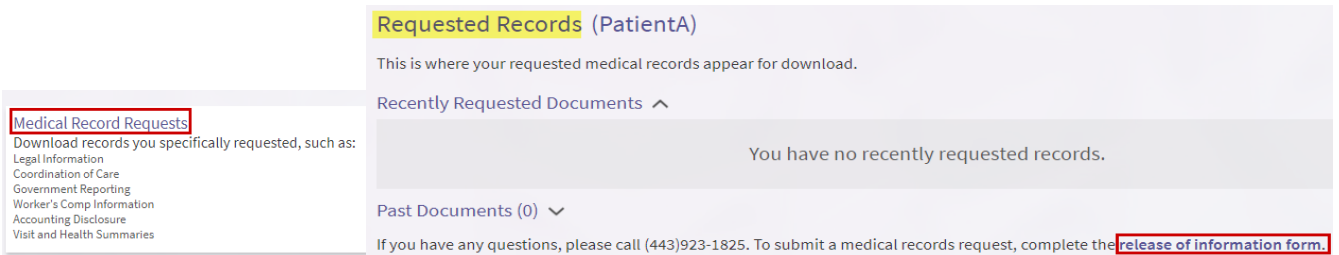


2. Once there, (a) select the “send us a release of information request” hyperlink or (b) select “Medical Record Requests” and then select the “release of information form” hyperlink at the bottom of the “Requested Records” page. Both will lead you to the Medical Record Request form.

### Document Center (PatientA)

Please select the option that most closely matches the information you would like. If you want to request a record, please [send us a release of information request.](#)

a.



b.

3. Complete and submit the Medical Record Request Form. Our medical requests department (Medical Records Department) will respond within 2-4 business days requesting additional information if needed.

A screenshot of the 'Medical Record Request (PatientA)' form. The form contains several fields: 'Information Requested:' with a dropdown menu, 'Visit or discharge date:' with a date input field, and 'Explain your request: (max 1000 characters)' with a large text area. Below these fields are 'Delivery Options:' with two radio buttons: 'Release to MyChart' and 'Postal Mail'. There is also a checkbox for 'Mark as confidential (only you will be able to view this message online)'. At the bottom left, there is a green 'SUBMIT REQUEST' button.