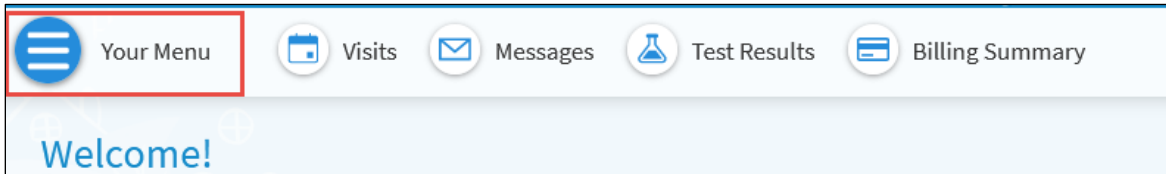


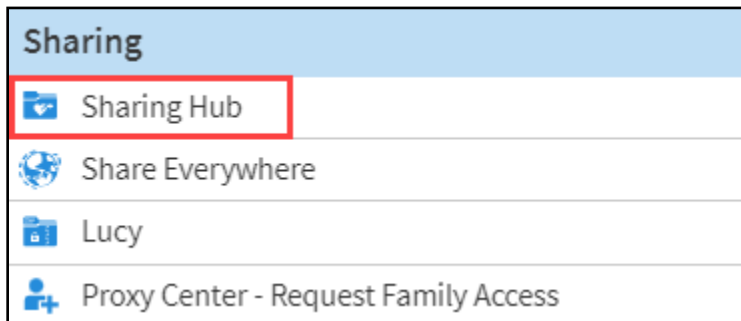
How to Request a Copy of Your Medical Record



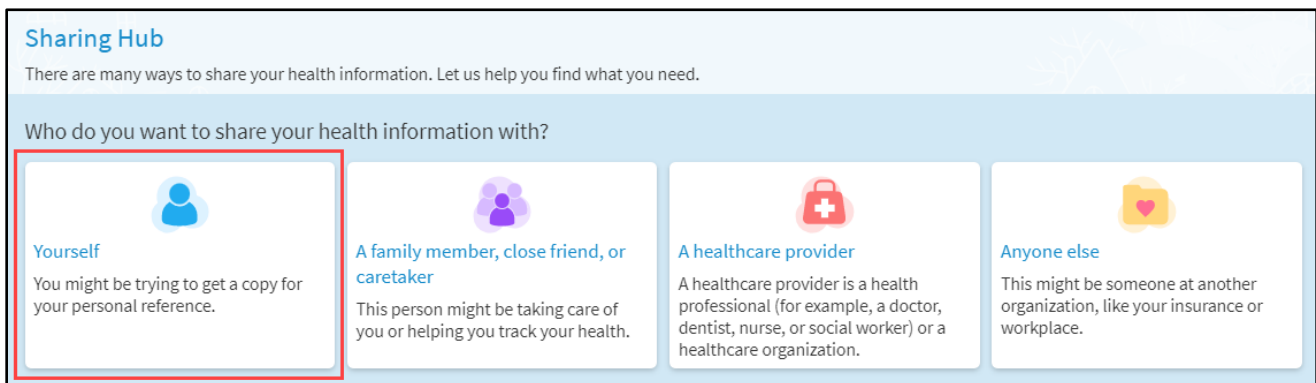
You can request a formal copy of your medical record via MyChart. For simple requests, this will be generated automatically for you as a PDF. More complex requests are sent to our Medical Record team for review before the PDF is sent.



- 1) From the drop-down menu locate the “Sharing” section and select “Sharing Hub”.



- 2) Below the question “Who do you want to share your health information with” question, select “Yourself”.



How to Request a Copy of Your Medical Record




- 3) Below the question “How do you want to share your health information with yourself question, select “Request a copy”.

Sharing Hub


There are many ways to share your health information. Let us help you find what you need.

How do you want to share your health information with yourself?



Download or send a snapshot

You can download or send a summary and/or specific visit details. You will get this as a human-readable file plus standard-based machine-readable files. This is available immediately.



Request a copy

You can request specific pieces of information, including lab images, or request everything. This will be provided to you via MyChart. The request might take up to 14 days for your healthcare organization to process.

- 4) Fill out the form.

Request a Copy of Health Record

You can request your medical record by answering a few questions. This request might take up to 14 days to process.

To request a medical record for someone else, you must first have proxy access to his or her MyChart account. Visit the [MyChart Proxy Center](#) to request access to another person's MyChart account.

Before submitting your request, please read the following information to ensure a records request is necessary to get the information you need.

What is Available in MyChart

Your MyChart account is where you can find most clinical notes from your care team and your test results, including laboratory, radiology, cardiology and biopsy results. This information can be viewed in your MyChart account **without** making a request. For more information on how to access these records, please visit the [MyChart Help Center](#). You can also view, download or send a summary of specific visit details through MyChart from the [Visit Records](#) page.

Additional Information Not Available in MyChart

Your medical record, including test results or clinical notes **not** available in MyChart for immediate viewing and downloading, can be requested below. Prior to submitting your request, please validate that your [personal information](#) is up to date.

To receive a copy of your medical record, test results and clinical notes, submit a request using the form below. If your records are available digitally, you will receive the report as a PDF in your MyChart account. If you have any questions about your request, please use our [contact sheet](#) to reach out to the location that will fulfill the request.

Please note: If you are requesting both clinical notes and images (X-rays, CT scans, MRIs, etc.), you will need to submit two requests: One to the facility for the clinical notes and one to the Radiology Department for images.

Submit a new request for a copy of your health record

* Indicates a required field

* From what facility, office or provider did you receive your care?

* What dates do you want information from?

Please allow up to 14 days for your records to be delivered. Once complete, you will receive an email and the PDF will be available under the “Document Center” in MyChart.