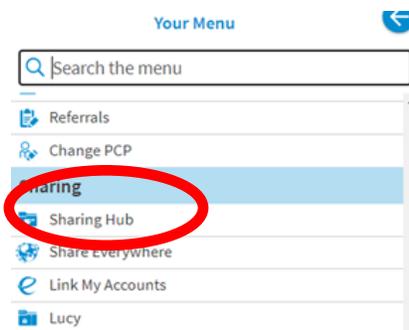


## How to Request Formal Copy of Your Health Record on MyChart

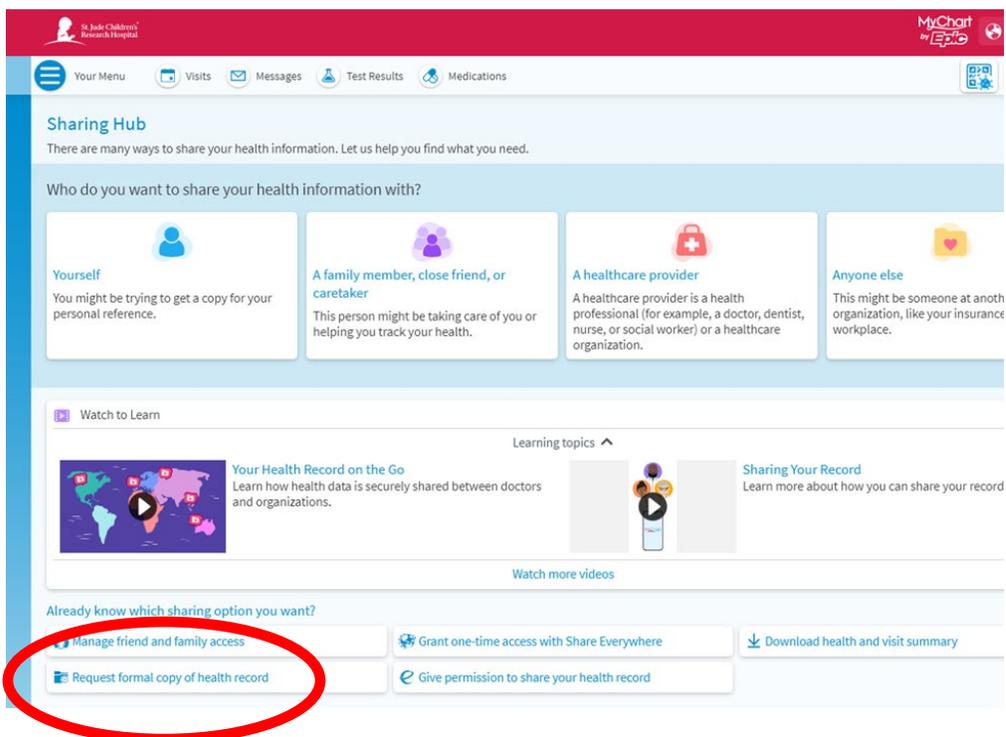
### 1. Go to Menu.



### 2. Go to Sharing Hub.



### 3. Go to Request Formal Copy of Health Records.



#### 4. Answer questions and send.

**Request Formal Copy of Health Record**  
Request your medical record from your healthcare provider by answering a few questions. This request requires processing by your healthcare organization and might take a few d

**Submit a new request for a formal copy of your health record**  
\*Indicates a required field

\*Who should we send this record to?  
Me Someone else

\*What dates do you want information from?  
Date range All dates

\*What information do you want included in the record?

Continue

**Request Formal Copy of Health Record**  
Request your medical record from your healthcare provider by answering a few questions. This request requires processing by your healthcare organization and might take a few d

**Submit a new request for a formal copy of your health record**  
Please review your responses. If everything looks correct, click or tap Send request.

Question	Answer
Who should we send this record to?	Me
What dates do you want information from?	All dates
What information do you want included in the record?	Please send records

**Consent for release of information**  
I understand (acknowledge) that this record might include sensitive information. If I am sharing this record with someone else, they will be able to see all of this information.  
I authorize the release of my records consistent with this request and understand that information disclosed according to this request may no longer be protected by federal privacy law.

Agree

**Send request** Back

#### 5. You will see your confirmation.

**Requested Records**  
If you've previously requested medical records, they'll be available for d

**Recently Requested Records** ^

**Formal copy of your health record** ⓘ  
Requested 04/10/2023  
Your request is being prepared...  
Taking a while? You can [set up notifications](#) when "New Requested Medical Documents" are available for download.

Cancel