TIPS FOR ASKING FOR YOUR PATIENT RECORDS USING MyUHealthChart

Step 1

To ask for copies of your health records:

- Log in to your **MyUHealth Chart** account.
- Click Menu.
- Click Request Records.

Step 2

The Request Formal Copy of Health Record form will open.

Who do we send your records to?

- Click Me - We will send the records to you.
- Click Someone else - We will send the records to whom you want.
  You will need to enter the doctor or health system's: Name, address, phone number, fax number, email address.

What are the dates for the records you need?

- Click All dates for copies of all your health records.
- Click Date range for records of certain visits. You can enter the visit dates for the needed records.

What if you don't know the dates of the visits?

- If you don't know the dates you can type in the name of the doctor who saw you. Type; All records for Dr. (Name)

What information do you want included in your record?

- Click Include next to the items you need. We can add records such as medicines, lab reports, x-rays, procedures you have had, or doctor's notes.

Do you have any instructions for us?

- You can type instructions for us related to the health records.

Click Continue.

Step 3

On the next screen, you will need to:

- Click the I agree checkbox under the Consent for release of information.
- Click Send Request.

Step 4

Once we have completed your request, we will send you a message that your records are ready.
To access the records:

- Log in to your **MyUHealthChart** account.
- Click Menu.
- Click Document Center.
- Click Requested Records.

Technical Support

If you have any password problems, such as trouble resetting your password, please call **1-786-654-4818**.

Our team works Monday through Friday.
Once we receive your request for your records, it takes us about 48 hours to complete.

For help with health records that are needed right away, please contact:
Savitri Ramnath Mahabir **srm290@med.miami.edu** or Alesia Ewing **aewing@med.miami.edu**
Health Information Management Release of Information: 305.243.5272
uchartecopy@med.miami.edu

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