

Patient Request Tool Tip Sheet

How to Request Your Medical Records Online



Requesting your medical records only takes a few minutes using a smartphone or a computer!

If You Are Using a Smartphone

- Click the link.
- Enter your cell phone number.
- You will receive a text message with a secure link.
- Tap the link in the text to complete your request.

If You Are Using a Computer

- Click the link.
- Select the green button that says “Ok, Let’s Go!”
- Have the following ready:
 - A photo ID
 - Your mobile phone

You will need to:

1. Choose the facility you need records from.
2. Confirm whether you are the patient.
 - If you are requesting records for someone else, you may need to upload legal documents.
3. Enter your:
 - Email address
 - Full legal name
 - Address
 - Zip code
 - Date of birth
4. Tell us:
 - Why you are requesting records
 - The date range you need
 - Which records you want
5. Confirm if you want any sensitive information included.
6. Let us know if you have a deadline (for example, an upcoming appointment).
7. Tell us:
 - Who should receive the records
 - How they should receive them (email, mail, etc.)
8. Upload a photo of your ID.
9. Review, sign, and submit your request.

You will receive a copy of your request by email after it is submitted.