



There is a fee charged for the search and duplication of medical records for all patient requests released to the patient.

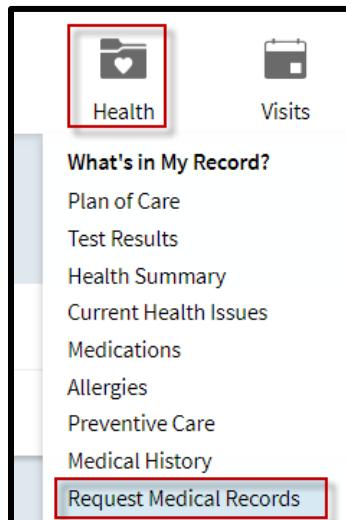
A prepay notice will be mailed or emailed (via MyChart) and once paid; the records will be released.

Some records requested to be released to MyChart will only be available to be sent via US Mail. This will depend on the year the visit occurred and / or what electronic system the records were generated in.

For medical records to be sent directly to a physician office, hospital or third parties and for radiology image requests, please complete a MUSC HIPAA Compliant Authorization Form. The authorization form will need to be mailed or faxed to Health Information Services as provided on the bottom of the form. The authorization form and FAQ about obtaining medical records can be located at
<http://www.muschealth.org/patients-visitors/medical-records/obtaining-records.html>

Request Medical Records via MyChart

To request medical records from within MyChart, please click on **Health** and choose **Request Medical Records**.



Fill out the questionnaire to request medical records. Please complete ALL required fields and click **SUBMIT** when done.

Macy

Health Visits Messaging Billing Resources Setting

Request My Medical Records

By completing this questionnaire, you are authorizing MUSC to release additional records that are not automatically released to your MyChart account. **Any request for records to be sent to a physician or third party cannot be submitted in this form.** Please specify specific date ranges and records in the request. Only records in the system as of the date submitted will be released. Records requested via this form will be subject to appropriate fees. A prepay notice will be emailed. **Any request for radiology imaging cannot be submitted in this form.**

I authorize MUSC Medical Center to disclose / release information to my MyChart account

Yes No

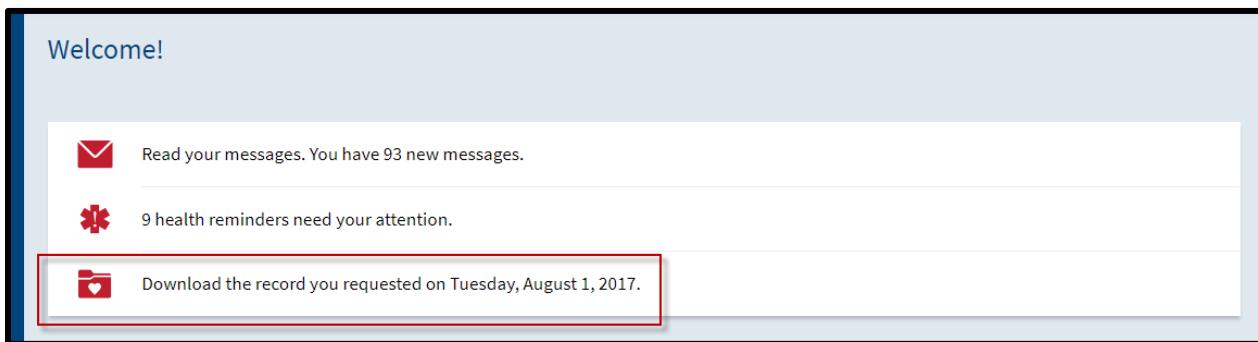
I acknowledge that the purpose of this release is Patient Request

Yes No

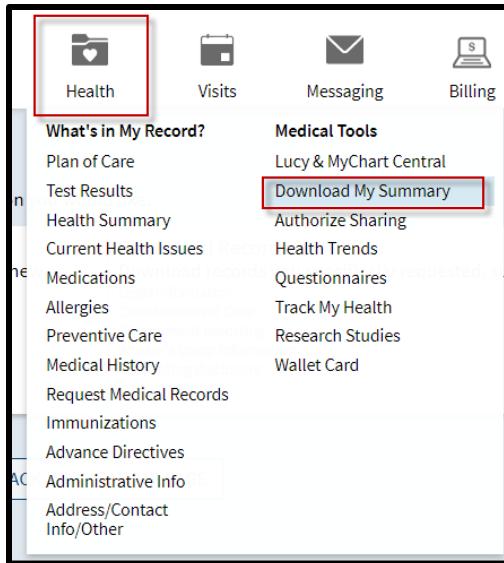
Your questionnaire will be sent directly to our medical record staff to process.

Once your request is processed, you will receive your eligible records via MyChart. You will receive a tickler message in your personal email alerting you of a new **Medical Record Document** to view.

Click the link in the email or log into MyChart directly. You will see a **new alert in your banner** which you can click on to go directly to your requested records.



You can also access these records at a future date by going to the **Health icon** in your top menu bar and clicking **Download My Summary**. To view your requested records, click **Requested Records**.
(screenshots on next page)



Download My Record

Please select the option that most closely matches the information you would like.

Visit Records

Download and send visit summaries that would be helpful for a new provider, including details such as:

Health Issues
Medications
Allergies
Immunizations
Plan of Care

Requested Records

Download records you specifically requested, such as:

Legal information
Coordination of Care
Government reporting
Worker's comp information
Accounting disclosure

All records are protected with a unique password, click **SHOW PASSWORD** to view the system generated password.

Requested Records



This is where your specially requested medical records appear for download. If your record requires a password to open, click Show Password to view it.

| Description | Date Requested | Status | SHOW PASSWORD | DOWNLOAD |
|------------------------------|----------------|---------------------------------------|---------------|----------|
| RequestedRecord_8/1/2017.pdf | 8/1/2017 | Available until 1/28/2018 4:19 PM EST | TFv1vqpa | |



This document contains information released to you by HIS, per your recent request.

If you have any questions, please [send us a customer service request](#).

Highlight password and right click to choose copy. Click DOWNLOAD button.



After clicking **DOWNLOAD**, please be patient until the Download Record window appears. Click **CONTINUE DOWNLOAD**.



When document asks for password, **right click** and **paste** the password in and click **SUBMIT**. Records will download into a PDF document.

