



# HOW TO REQUEST YOUR MEDICAL RECORDS

As a patient of University of Michigan Health-West, you have the right to obtain your medical records. There are two ways to make your request:



## MYCHART PATIENT PORTAL

Request and download your medical records from your MyChart account on your computer, tablet or smartphone. Select **Document Center/Medical Records Request** from the Main Menu.



If you don't have a MyChart account, it's quick and easy to make one. Scan this QR code with your smartphone or visit **UofMHealthWest.org/MyChart** to sign up for free.



## SUBMIT AN AUTHORIZATION FORM

The **Authorization for Release of Protected Health Information Form** is available in two ways:

- Request a printed copy of the form at your current provider's office, or
- Download the printable form from your smartphone, tablet or computer.



Scan this QR code with your smartphone or visit **UofMHealthWest.org/MedicalRecords** to access the form.

**Fully complete and mail, fax or email your request to:**

Medical Records Department  
Health Information Management  
University of Michigan Health-West  
5900 Byron Center Avenue SW  
Wyoming, MI 49519-0916

**EMAIL:** [him@umhwest.org](mailto:him@umhwest.org)

**PHONE:** 616.252.7010

**FAX:** 616.252.6965



## HELPFUL TIPS

- Federal law requires that requests be fulfilled within 30 days, although most requests can be processed within 14 days of receipt of a release.
- In order to have your health records sent to a new provider or office, you'll need to know the provider's full name, physical address, phone number and fax number or secure email. Incomplete forms will be denied.
- Your new provider or office can also request your medical records on your behalf.

## CONTINUATION OF CARE

Your medical record will be treated as confidential by all hospital, medical and office staff members. No one may obtain a copy of your record without written authorization with the exception of those required by law, transfer of care or third-party payor/insurance contract.