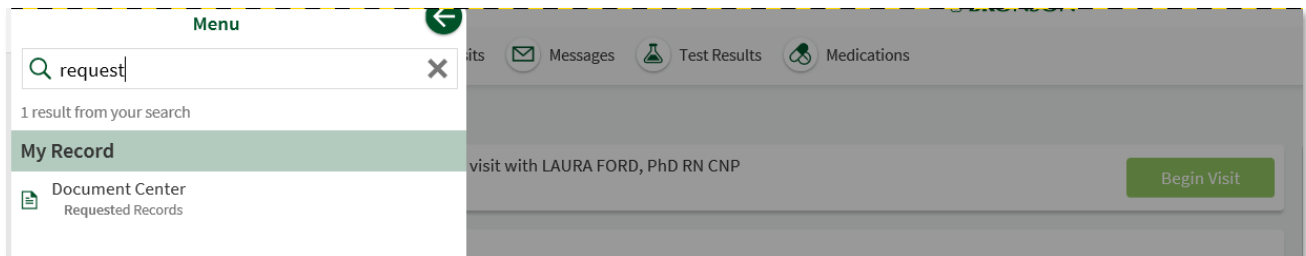


## Patient Requesting Records Through MyChart

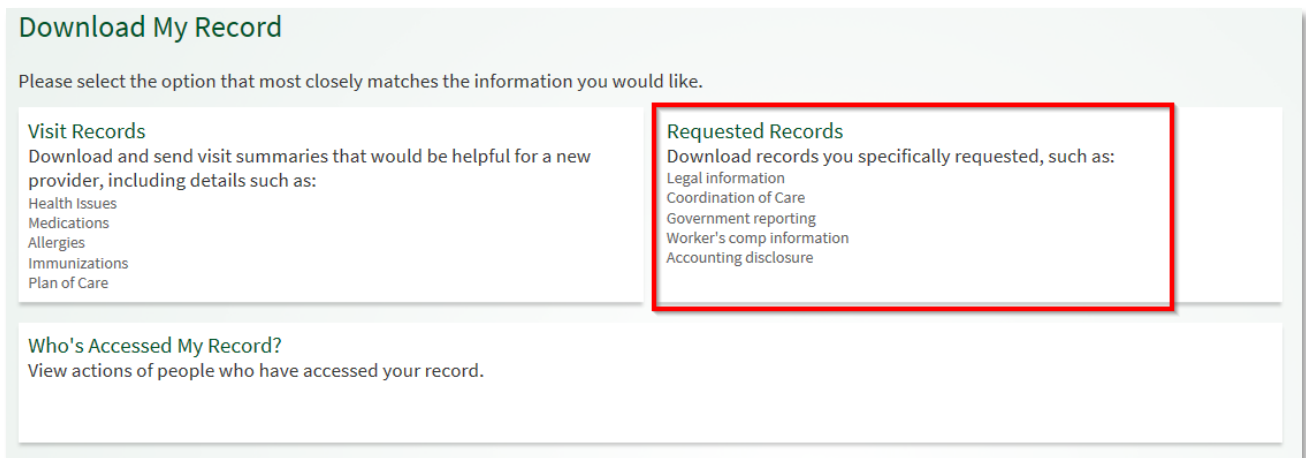
Patient's can now request their records from MyChart, our online patient portal. They can also receive requested records through the portal as well. This tip sheet outlines the patient's view and action needed to utilize MyChart for release of information (ROI) workflows.

### Try It Out

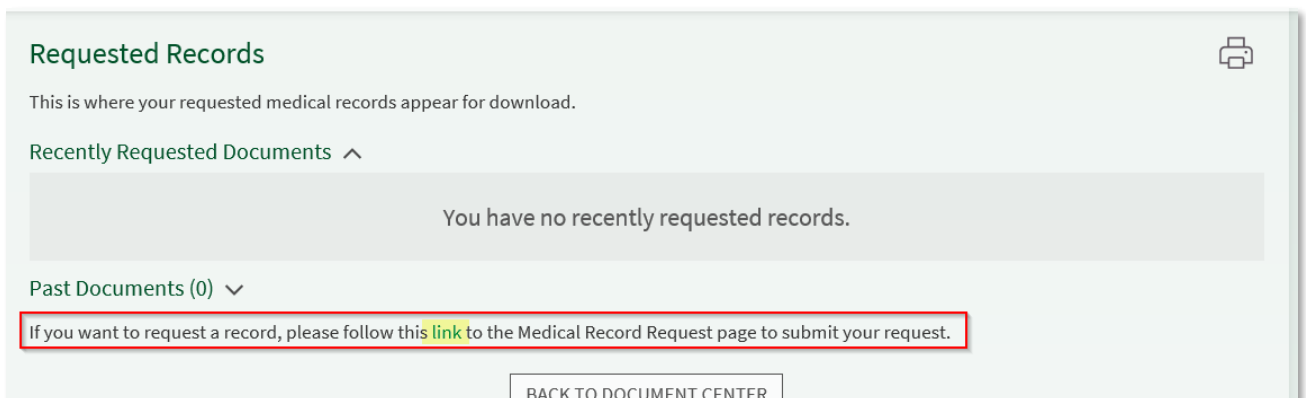
1. Patient must sign into MyChart and navigate to the **My Record** activity section and locate **Document Center**. Searching "**Request**" will also jump to the Document Center activity.



2. The patient next should select **Requested Records** to navigate to ROI requests. Clicking anywhere in the box will advance to the next step.



3. In the Requested Records activity, patients will see any old request, current request, and also have the option to make a new request. To make a new request select the **Link**.



4. The hyperlink will launch the Medical Records Request activity. Patients should **complete the form** as they would complete the paper form. All information gathered here is included in the request message sent to Medical Records.
  - a. Note: Only primary care offices and hospital locations are listed here. The patient should put in the comments if they are requesting an additional location.

### Medical Record Request

If you are currently accessing another patient's chart, this will be a request for their medical record, not yours. All fields are required. Records will be released to MyChart only. They will not be printed or faxed or mailed.

Date of Service (Start):

Date of Service (End):

Service Location: 

All locations  
 Bronson Methodist Hospital - Kalamazoo  
 Bronson Methodist Hospital - Battle Creek  
 Bronson Methodist Hospital - South Haven  
 Bronson Methodist Hospital - Lakeview

Hold the CTRL key while clicking to select multiple locations.

Information Requested: 

Admission Evaluation

Cardiac Records

Consults

Discharge Summary

History And Physical

Lab Reports

Medication Records

Neurodiagnostics Records

Operative Record

Pathology Report

Progress Notes

Psychiatric Admission History

Radiology Reports

Other, specify content and dates:

5. The patient will need to agree to the terms of use which also includes the authorization information. Selecting **Submit Request** is the final step to initiate the request to medical records.

**By clicking submit, you agree to the following:**

I authorize the release of health information, contained in my medical records including:

- Information regarding communicable diseases and infections, as defined by statute and Michigan Department Of Health rules, which include venereal disease, Tuberculosis, Hepatitis A, B, C, Human Immunodeficiency Virus (HIV), and HIV testing.
- Acquired Immunodeficiency Syndrome (AIDS) and AIDS related complex (ARC).
- Alcohol and drug abuse treatment information protected under the regulations in CFR 42, Part 2.
- Mental health treatment records, psychological services and social services information including communications made by me to a social worker, therapist, or psychologist.

**Acknowledgement of Understanding:**

- I understand this authorization will expire 30 days from date signed.
- I can cancel this authorization at any time by writing to Bronson Healthcare Group (BHG).
- It will take effect on the date notified, except if action has already been taken.
- I understand that if I release my medical record to a person or provider, they can release my medical record. I know I need to check with them about their privacy rules.
- I will get an abstract of my medical record unless I ask for the complete record.
- No conditions will be placed on me if I sign this form.

**Michigan law says I may have to pay for:**

- Copies of my record
- Inspection of my record
- Written summary of findings
- Bronson Healthcare Group will not benefit from disclosing this information

SUBMIT REQUEST