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## OBTAINING COPIES OF YOUR MEDICAL RECORD

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### **MyChart**

The following information is available in MyChart:

- Results (Lab, Path, Rad), both Inpatient and Ambulatory, with exception to those excluded by law and MC policy
  - Inpatient – Released on the discharge date
  - Ambulatory – Released as follows:
    - Laboratory – after 3 days
    - Imaging, including Cardiology - after 7 days
    - Pathology - after 14 days
- Operative Reports - Released after final electronic signature
- Inpatient Discharge Instructions & Ambulatory AVS
  - Inpatient - Released on the discharge date
  - Ambulatory – Released on the encounter date

Patients may also request and receive copies of their medical records via MyChart. To do so, please perform the following:

- Select My Medical Record
- Select Questionnaires
- Select the Authorization for Release of Medical Records and complete the questionnaire
- Select Submit Questionnaire when completed
- Upon questionnaire receipt, HIS will validate the authorization and releases the records

### **Health Information Services (HIS)**

- Submit a completed Authorization to Release Patient Information form to HIS, either via fax, mail, or walk-in at 1222 Jefferson Park Avenue, Charlottesville, VA 22908.
- Upon receipt, HIS will validate the authorization and release the records

### **Resources MyChart**

<https://mychart.healthsystem.virginia.edu/mychart/>

### **Health Information**

<http://hit.healthsystem.virginia.edu/index.cfm/departments/health-information-services//releaseofinfoforms.html>

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