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## OBTAINING COPIES OF YOUR MEDICAL RECORD

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### MyChart

The following information is available in MyChart:

- Results, with exception to those excluded by law and Health System policy
  - Inpatient – Released on the discharge date (results not finalized by discharge will follow the ambulatory timeframes below)
  - Ambulatory – Released as follows after finalization:
    - Laboratory – 24 hours
    - Imaging, including Cardiology – 48 hours
    - Pathology – 48 hours
- Inpatient Notes/Reports
  - Discharge Instructions - Released on the discharge date
  - Discharge Summaries – Released once electronically signed by the provider
  - Consultation Notes – Released once electronically signed by the provider
- Ambulatory/Outpatient Notes/Reports
  - After Visit Summary - Released on the encounter date
  - Clinic/Progress Notes – Released once the encounter is closed by the provider
- Procedures
  - Procedure Notes – Released once electronically signed by the provider
  - History & Physical Notes (View Only, Interval, and Pre-Procedure) – Released once electronically signed by the provider

Patients may also request and receive copies of their medical records as follows:

### Option 1 - MyChart

- Log into your UVA Health MyChart account
- Click on the  icon and select Questionnaires, which is under the My Record section
- Select the Authorization for Release of Medical Information Questionnaire and complete the questionnaire
- Select Submit Questionnaire when completed
- Upon questionnaire receipt, HIS will validate the authorization and release the records

### Option 2 - 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
- COVID “walk-in” results and return to work/school provided upon visit. All other requests are released at a later date/time

### Resources

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

Health Information Services – (434) 924-5136



<https://hit.healthsystem.virginia.edu/departments/health-information-services/release-of-information/authorization-of-release-of-information/>