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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 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 Discharge Instructions & Ambulatory AVS
  - Inpatient - Released on the discharge date
  - Ambulatory – Released on the encounter date
- Coming Soon
  - 9/8/20 Clinic/Progress Notes – Released once the encounter is closed by the provider
  - 10/18/20 Discharge Summaries – Released once electronically signed by the provider

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

- Scroll down the page to the Helpful Resources 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

### **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 Services – (434) 924-5136

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