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| **OBTAINING COPIES OF YOUR MEDICAL RECORD** |

**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 Sharing Hub, which is under the Sharing section
* Select Request formal copy of health record and complete the form
* Upon receipt, HIM will validate the authorization and release the records

**Option 2 - Health Information Management (HIM)**

* Submit a completed Authorization to Release Patient Information form to HIM, either via email, fax, mail, or walk-in at one of the locations below
* For the Medical Center, COVID “walk-in” results and return to work/school are provided. All other requests are released at a later date/time.

**Resources**

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

UVA Health – Health Information Management Locations

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| **Charlottesville**  PO Box 800476  Charlottesville, VA 22908  434-924-5136  434-924-2432 (fax)  [CLHIMDCT@hscmail.mcc.virginia.edu](file:///C:\Users\bes2a\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\W2MMKLI5\CLHIMDCT@hscmail.mcc.virginia.edu) | **\*Prince William**  8700 Sudley Road  Manassas, VA 20110  703-369-8297  703-369-8285 (fax) | **\*Haymarket**  15225 Heathcote Boulevard  Haymarket, VA 20169  540-369-8297  571-284-1429 | **\*Culpeper**  501 Sunset Lane  Culpeper, VA 22701  540-829-4386  540-829-4326  ROI@culpeperhospital.org |

\*For Community Health (CH) medical group clinics, please select the closest CH facility