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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 800476Charlottesville, VA 22908434-924-5136434-924-2432 (fax)[CLHIMDCT@hscmail.mcc.virginia.edu](file:///C%3A%5CUsers%5Cbes2a%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CW2MMKLI5%5CCLHIMDCT%40hscmail.mcc.virginia.edu) | **\*Prince William**8700 Sudley RoadManassas, VA 20110703-369-8297703-369-8285 (fax) | **\*Haymarket**15225 Heathcote BoulevardHaymarket, VA 20169540-369-8297571-284-1429 | **\*Culpeper**501 Sunset LaneCulpeper, VA 22701540-829-4386540-829-4326ROI@culpeperhospital.org |

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