

# REQUEST MEDICAL RECORDS

**Note: Our Medical Records Dept. will respond to your request within 3 business days**

1. Log into your patient portal account.
2. Click on 'My Messages' tab.



3. Select your provider in the 'To' dropdown.

 To:

4. Select "request a medical record" in the 'I would like to...' dropdown.

I would like to...

- Please choose
- ask a medical question
- request a medical record**
- ask an insurance question
- ask a general question

Anything else you w

5. Let us know what records you would like.

Which record do you need?

6. Add any additional details you want us to know about.

Anything else you would like us to know?

Type your notes here

7. Click the 'Send' button.

