## **HOW TO REQUEST MEDICAL RECORDS IN MYCHART**

Did you know? Patients can request their medical records through their MyChart account.

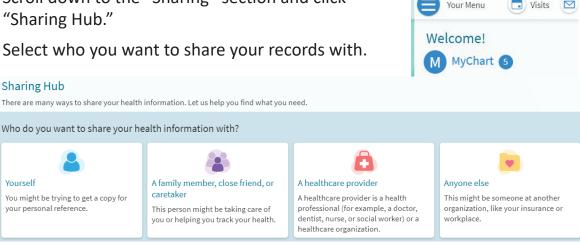
Instead of requesting your records via paper forms, with MyChart, you can get copies of medical records for yourself or share your records with the following individuals:

- Family members
- Caregivers
- Healthcare providers (including those at other healthcare organizations)

**Note:** You can choose to have your records sent to your MyChart account, or have them faxed, emailed or mailed to you.

## Follow this step-by-step guide to request your medical records:

- 1. Log into MyChart and go to "Your Menu."
- 2. Scroll down to the "Sharing" section and click "Sharing Hub."
- 3. Select who you want to share your records with.



- 4. Select "Request a formal copy."
- 5. Complete the form and click "Continue."
- 6. Review the information you've entered, as well as the consent for release of information. Check "I agree" and click "Send request."
- 7. You can see that your request is being prepared. If you no longer need the records, you can cancel your request.

If you have questions about Phelps Health MyChart, email mychart@phelpshealth.org or call (573) 458-7550.





Request a formal copy

You can request specific pieces of

information, including lab images, or request everything. This request might

take a few days for your healthcare organization to process.