

# 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.




### Sharing Hub

There are many ways to share your health information. Let us help you find what you need.

Who do you want to share your health information with?

 <b>Yourself</b> You might be trying to get a copy for your personal reference.	 <b>A family member, close friend, or caretaker</b> This person might be taking care of you or helping you track your health.	 <b>A healthcare provider</b> A healthcare provider is a health professional (for example, a doctor, dentist, nurse, or social worker) or a healthcare organization.	 <b>Anyone else</b> This might be someone at another organization, like your insurance or workplace.
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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.

  
**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.

If you have questions about Phelp's Health MyChart, email [mychart@phelpshealth.org](mailto:mychart@phelpshealth.org) or call **(573) 458-7550**.