

How to Request Medical Records and/or Radiology Films

- Contact the Health Information Management Department at 260-726-7131 ext. 1097 to request records.
- Health Information Management Department Business Hours – Monday-Friday, 8a-4:30p.
- What you will need to bring when you pick up your medical records:
 - To protect your personal health information and comply with release of information laws, a current driver's license or government issued photo ID such as a passport or identification card is required for all release of information requests.
- **Only patients or legal guardians can sign the consent form and pick up records.**
- The legal requirements to obtain records are as follows:
 - Patients over the age of 18 may request copies of their own records.
 - Minors – The patient's parent or legal guardian must be present to request any records. If you are not a custodial parent you must present legal documentation stating that you have the right to the patient's records.
 - Patient's Power of Attorney – A copy of the POA documentation is required each time records are requested. The POA documentation must state that the individual appointed as the POA is allowed all rights to the patient's medical information.
 - Deceased Patients: A copy of the death certificate with the person requesting the records listed as the informant is required for obtaining records for a deceased patient each time records are requested.
 - Foster Parents: Legal documentation stating that the person requesting the records has custodial rights of the patient is required each time records are requested.
 - Patient's Executor of the Estate: Legal documentation stating that the person is the executor of the patient's estate, and has all rights to the patient's medical information is required each time records are requested.
- You will be asked to sign a consent form, provide proof of identification and pay for records before records will be released.
 - Copying Fee -The first ten pages are free and there is a charge for additional pages. Please call the Health Information Management Department for an estimate.
- Records may be faxed to another healthcare provider free of charge. Please have the healthcare provider's telephone number available.
- Please call the Health Information Management Department with any questions you may have regarding release of information or how to obtain copies of medical records.