

Request Medical Records in MyChart

You can now request to have the following medical records released directly to MyChart:

- ED Record*
- Provider Office Visit Records*
- Abstract Record for those admitted to our facility, including observation stays and outpatient surgeries*

How to request your medical records through MyChart

1. Log into MyChart using your user ID and password.
2. Click on the 'Request Records' button or select 'Request Medical Record' from the 'My Medical Record' tab.



3. Complete the 'Requestor Information' and 'Types of Records' sections.

Medical Record Request

If you are currently accessing another patient's chart, this will be a request for their medical record, not yours. Please complete the following authorization for release of medical information.

I authorize the Anne Arundel Health System to release my medical records (including medical information related to the diagnosis or treatment for HIV testing, drug and alcohol, or a psychiatric condition) as specified below:

Requester Information

Please supply contact information in case we have questions regarding your request.

Phone Number:

This field is required, please enter phone number format, (xx) xxx-xxxx

Name of person requesting records:

This field is required.

Relationship if you are not the patient:

Type of Records

- ED Record - (includes provider and nursing notes, lab/pathology/radiology orders and results, medications, discharge instructions)
- Provider Office Visit Record - (includes provider notes, lab/pathology/radiology orders and results, medications)
- Abstract for an Ambulatory Surgery, Observation, or Inpatient visit - (includes History and Physical, Discharge Summary, Preoperative note, lab/pathology/radiology orders and results, medications, discharge instructions)

Visit date*:

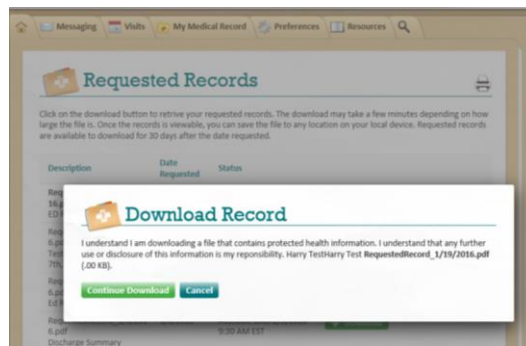
Type of Records: ED Record Provider Office Visit Abstract

available for request: Please complete another request if records for multiple visit dates are needed.

4. Select 'Submit Request.'
5. When your records have been released to MyChart, you will receive an email. When you access MyChart online, you will see a pop-up message on the main screen that says 'Download the record you requested.' Your records will be available in MyChart for 30 days.



6. Download your records to save to your computer or print (the download will be a PDF file and requires Adobe Reader to view your records).



Please contact Health Information Management at 443-481-4137 with any questions.

** Please refer to the medical record request process in MyChart for details on what documentation is included in each type of record.*