Release of Information - MyUHealthChart Patient Portal

Health Information Management Tips for Patients

Step 1

- Patients may request copies of medical records by selecting **Request Records** within the MyUHealthChart Menu.

Step 2

- The **Request Formal Copy of Health Record** electronic form will open. If patients are requesting records for specific visits, patients can enter the date(s) of service by selecting Date range. They may also request records by the type of visit/encounter or all encounters.

- Before submitting the request, patients can document any specific instructions for the records that they are requesting and click **Continue**.
Step 3

In the **Consent for release of information** screen, the patient will select the **I agree** checkbox and click **Send Request**.

Step 4

Once Health Information Management has completed the request, the patient can access the records in **Requested Records** within the **Document Center** in the **MyUHealthChart Menu**.
Technical Support

For technical issues such as password reset or password issues, place contact **877-488-1773**

Requests are processed within 48 hours of receipt, M-F.

For assistance with STAT patient portal requests, please contact:

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For additional information, please review our website: [uhealthsystem.com/billing/medical-records](http://uhealthsystem.com/billing/medical-records)