

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**.

The first screenshot shows the MyUHealthChart home page with a green 'Menu' button highlighted in the top navigation bar. A red arrow points from this button to a larger 'Menu' button graphic. The second screenshot shows the expanded menu with 'Request Records' highlighted in red. A red arrow points from this option to a larger 'Request Records' button graphic.

Step 2

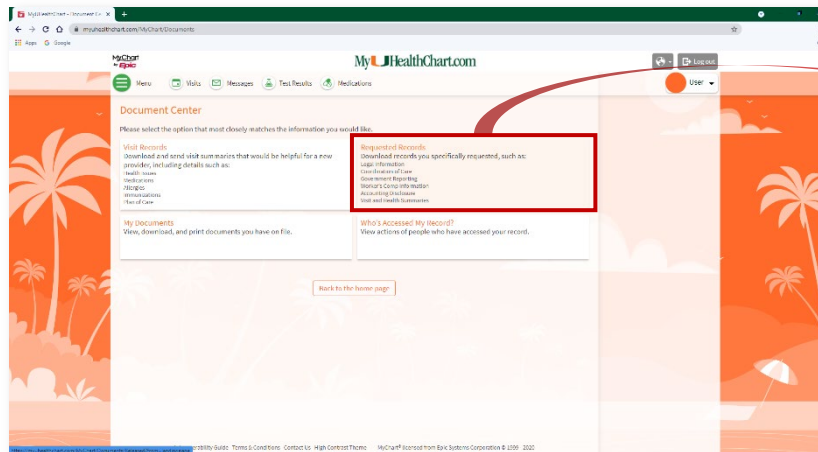
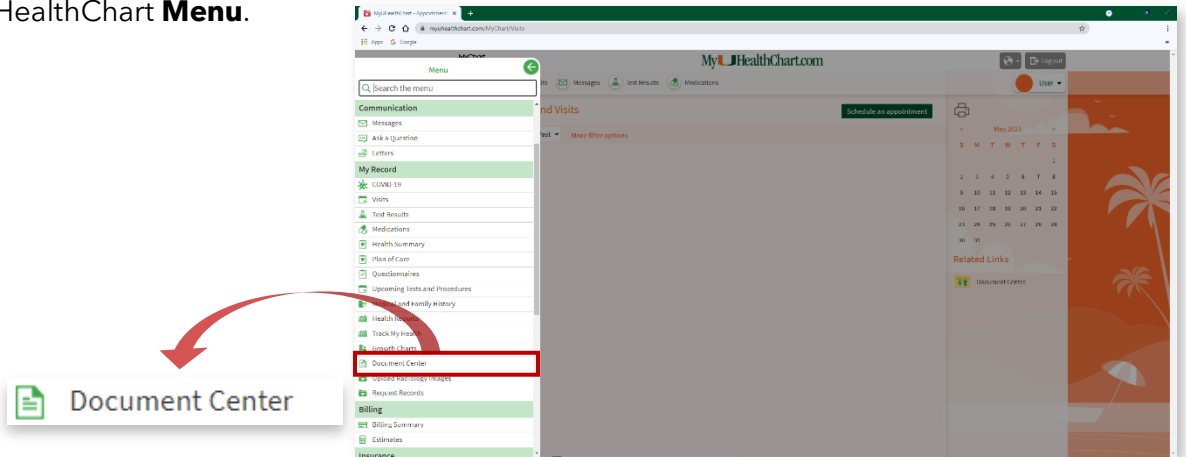
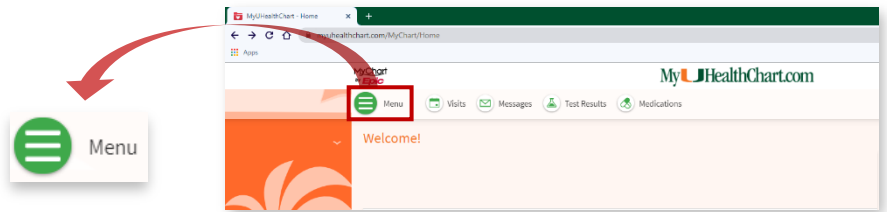
- The **Release of Information Request** electronic form will open. If patients are requesting records for specific visits, patients can enter the date(s) of service or physician name(s). They may also request records by the type of visit/encounter or all encounters.

- Before submitting the request, patients must first click the **Electronically Sign** button and **Submit Request**.

The screenshot shows the 'Release of Information Request' form. The 'Electronically Sign' button is highlighted in red, with a red arrow pointing to a larger 'Electronically Signed' button graphic. The 'Submit Request' button is also highlighted in red, with a red arrow pointing to a larger 'Submit Request' button graphic.

Step 3

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



Requested Records
Download records you specifically requested, such as:
Legal Information
Coordination of Care
Government Reporting
Worker's Comp Information
Accounting Disclosure
Visit and Health Summaries

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