

MyChart - Request a Formal Copy of the Health Record Through the Sharing Hub

What is changing:

Prior to the Spring 2023 upgrade medical record releases were requested *and* downloaded through the Document Center. All requests required manual review prior to being released to MyChart.

Now patients request records through the Sharing Hub, which creates an automatic release.

What is *not* changing:

- Patients will receive a tickler alerting them that records are available.
- Released records will be available in the Document Center.
- Proxies to adolescents are not able to request records for the patient.

The screenshot displays the MyChart by Epic user interface. At the top, the OHSU Health logo is on the left, and the MyChart by Epic logo, a globe icon, and a 'Log out' button are on the right. Below the header is a 'Your Menu' section with a search bar containing the word 'request'. Two search results are listed: 'Document Center Requested Records' and 'Sharing Hub Request Formal Copy of Health Record'. The 'Sharing Hub' result is highlighted with a red box. Below the search results is a 'Request with?' section with four options: 'Yourself', 'A family member, close friend, or caretaker', 'A healthcare provider', and 'Anyone else'. Each option has a brief description. Below this is a 'Watch to Learn' section with a video player and the title 'Your Health Record on the Go'. At the bottom, there is a section titled 'Already know which sharing option you want?' with three buttons: 'Grant one-time access with Share Everywhere', 'Download health and visit summary', and 'Request formal copy of health record'. The 'Request formal copy of health record' button is highlighted with a red box.

Records are automatically released when the patient completes the form and sends the request.

Request Formal Copy of Health Record

Request your medical record from your healthcare provider by answering a few questions. This request requires processing by your healthcare organization and might take a few days.

- **OHSU Records** call (503)-494-6288, email himrelease@ohsu.edu
- **Hillsboro Medical Center Records** call (503)-681-1195, email roi@tuality.org
- **Mid-Columbia Medical Center Records** call (541) 296-7294, email HIMRelease@mcmc.net
- **Adventist Medical Center** call (503)-261-6654, email AHPLMedicalRecord@ah.org

Submit a new request for a formal copy of your health record

* Indicates a required field

* Where would you like to send this request form?
[Default] OHSU Records

* Who should we send this record to?
Me Someone else

We do not allow sending a formal copy of your record to **Someone else** through MyChart. Please call or message our customer service to start a request.

* What dates do you want information from?
Date range All dates

* What information do you want included in the record?

Health Care Provider Reports
What is this? Include

X-ray Reports
What is this? Include

Immunization Records
What is this? Include

Lab Reports
What is this? Include

All Available Records
What is this? Include

Other
Include

Add any special instructions here. For example "Please include all records related to my motor vehicle accident." **Please note:** it will take us a little longer to process special instructions. Only enter something in this box if you want us to spend more time to review.

Continue

Back to Sharing Hub

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Submit a new request for a formal copy of your health record

Please review your responses, if everything looks correct, click or tap Send request.

Question	Answer
Where would you like to send this request form?	(Default) OHSU Records
Who should we send this record to?	Me
What dates do you want information from?	Date range
From:	1/1/2023
To:	4/1/2023
What information do you want included in the record?	Health Care Provider Reports

Add any special instructions here. For example "Only include images related to my broken leg." **Please note:** it will take us a little longer to process special instructions. Only enter something in this box if you want us to spend more time to review.

Consent for release of information

I authorize the release of my records consistent with this request and understand that information disclosed according to this request may no longer be protected by federal privacy law.

I agree

Send request Back

Back to Sharing Hub

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Upon sending the request, the patient is automatically taken to the Document Center where records can be downloaded as soon as they are ready.

Requested Records

If you've previously requested medical records, they'll be available for download here.

Recently Requested Records

Formal copy of your health record ⓘ Requested Record.pdf Mychart, Ben-Ben Requested 05/01/2023 Expires 05/31/2023 9:13 AM	Formal copy of your health record ⓘ Requested Record.pdf Mychart, Ben-Ben Requested 04/17/2023 Expires 05/17/2023 10:43 AM
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Download Download

Note: Some requests may still require manual review by HIM staff, resulting in longer wait times.