REQUESTING YOUR MEDICAL RECORDS HAS NEVER BEEN EASIER

PLACING A REQUEST FOR YOUR MEDICAL RECORDS

1. Fill in your Authorization form. (MIM #710-s).
   Forms can be obtained from our drop off station on the 1st floor of UNC Memorial Hospital room #N1215 or downloaded on our site at:

   http://www.unchealthcare.org/site/
   healthpatientcare/medinfomgmt

2. Sign and return your completed form via:

   ● E-mail
     Simply scan and attach your completed Authorization Form to:
     relmedinfo@unch.unc.edu

   ● Fax
     Fax your completed Authorization Form to:
     919-966-6295

   ● Mail
     Please send your completed Authorization Form to:
     UNC MEDICAL INFORMATION MANAGEMENT
     ATTN: RELEASE OF INFORMATION
     500 Eastowne Drive
     Chapel Hill, NC 27514

   ● Drop-Off
     Simply hand in your completed Authorization Form at one of our 2 locations:
     500 Eastowne Drive
     Chapel Hill, NC 27514
     or
     1st Floor of UNC Memorial Hospital
     Room #N1215

FOR QUESTIONS
(919) 966-2336
relmedinfo@unch.unc.edu
We will send an email to the address you provided on the Authorization Form. Your email will contain a secure link to download or print your medical records within 1-3 business days. (You will be invoiced upon receipt from HealthPort Health Service) Note: No postage fees will apply

Fax
We can fax your key medical record information to another care provider upon your request the same day or prior to your scheduled appointment (At no charge)

Mail
Your records will be processed within 3-5 business days upon receipt of your completed form. (You will be invoiced upon receipt from HealthPort Copy Service.)

Pick-Up
You can pick up your records upon notification that they are ready at: (Balance due at time of pick-up)

Medical Information Management
500 Eastowne Drive
Chapel Hill, NC 27514

When a patient requests records for their own personal use, the following fees will apply:

- 1-25 pages ............... .75 cents per page
- 26-100 pages .............. .50 cents per page*
- 101 pages or more ....... .25 cents per page*

*plus cost of postage

Our main location is conveniently located in building 500 just off 15/501 and 40 in the new UNC Eastowne Campus.

Turn in on Eastowne Dr. Simply follow the sign around until you see the sign for "Visitors 500."