

# 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.unhealthcare.org/site/  
healthpatientcare/medinfogmt](http://www.unhealthcare.org/site/healthpatientcare/medinfogmt)

### **2. Sign and return your completed form via:**

#### ● **E-mail**

Simply scan and attach your completed Authorization Form to:

[relmedinfo@unch.unc.edu](mailto: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](mailto:relmedinfo@unch.unc.edu)



# RECEIVING YOUR MEDICAL RECORDS

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

## ● Secure E-Mail

We will send a 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**

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"

