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

UNC HEALTH CARE

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 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*

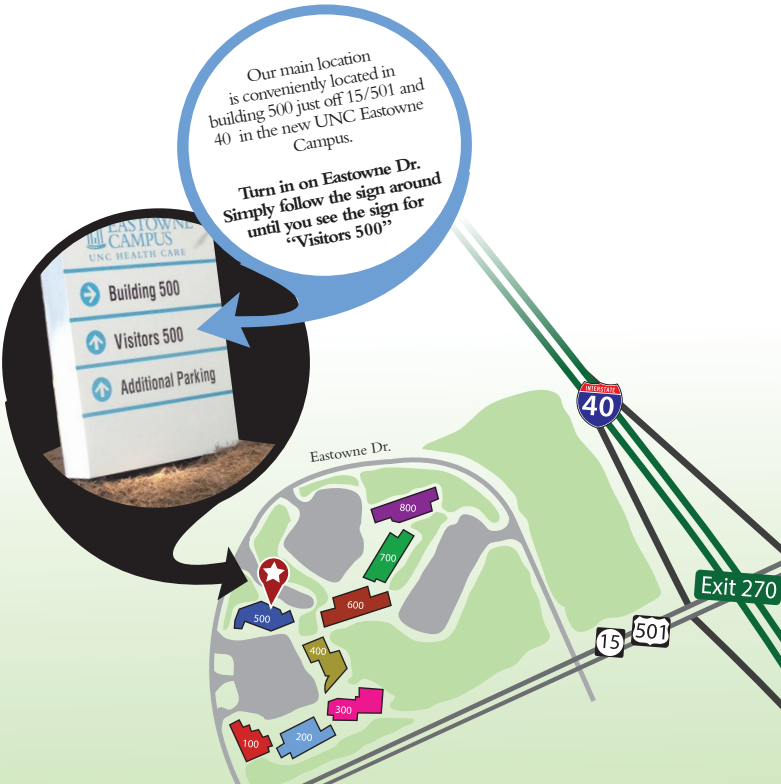
Fax

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