

**REQUEST FOR MEDICAL RECORDS**

For the health and safety of our community and staff, please follow the instructions below to obtain a copy of your medical records:

1. **If you are requesting records to be sent to your healthcare provider for continuity of care,** please call 580-249-3803 with the following information:
   1. Your full name, date of birth and a phone number in case the staff have a question.
   2. Dates of Service
   3. Reports/documents
   4. Physician office/hospital
2. **If you are requesting records for yourself or other reason,** please fax or email the completed authorization form (attached or located on the St. Mary’s website [www.stmarysregional.com](http://www.stmarysregional.com) along with a copy of your ID (example driver’s license, government identification card, etc.) to fax number 580-249-3983 or email [terri.schultz@uhsinc.com](mailto:terri.schultz@uhsinc.com).
3. **If you are trying to obtain records for someone other than yourself,** please call the Release of Information Office at 580-249-3803. They will provide you with the documentation needed to process this request.

We also provide **HEALTH RECORDS ONLINE**. Please visit [www.stmarysregional.com](http://www.stmarysregional.com). There will be a tip sheet on how to access your records online.

You may obtain a copy of the HIPAA compliant “Authorization to Release Protected Health Information” form under the “Health Records Online” link.

*We apologize for any inconvenience, but under no circumstances do we release any personal information and/or results over the telephone as we are not clinical or designated to interpret any records.*

**Health Information Management/Release of Information Office**

**Hours:** Monday through Friday, 8:00 a.m.-4:30 p.m.

**Phone:** 580-249-3803

**Fax:** 580-249-3983