

# Medical Records

## How to request your medical record

You can request information from your medical record in these formats:

- **Paper** (there is a per page copy charge)
- **Electronic** - on a CD

### To request your record, please complete the following forms:

[Authorization for Use and Disclosure](#) (located on Medical Records webpage) - complete for both paper and electronic records

Once the forms are completed, please mail or bring in person to the address listed on the form. Proof of identity is required when you pick up medical records in person (driver's license or other government issued photo ID). The patient or the patient's legal representative must sign the Authorization for Use and Disclosure. If you are the patient's legal representative, we require proof that you may sign on behalf of the patient (example: Copy of the Medical Power of Attorney papers).

### BMH Patient Portal

You can also access many documents and results related to your care online with our patient portal, Boone Memorial Hospital's free and secure patient portal. Visit our [PatientPortal](#) site to learn more or sign up for access.

### Additional Assistance During COVID-19 Pandemic Health Emergency –

To assist our patients during the COVID-19 pandemic patients can complete the [Authorization for Use and Disclosure](#) form (located on the BMH Medical Records webpage) and return to the Health Information Management department via email. Please assure your form is completed in its entirety to avoid delays. Completed forms can be emailed to [medical.records@bmh.org](mailto:medical.records@bmh.org). If you are needing COVID-19 results released to your employer please list their name, full address, phone number, fax number and person attention the COVID-19 result is to be sent.

## Sending your records to another provider

If you need information from your medical record sent to another provider, please call **(304) 369-1230 Extension 6200**. There is no charge for this service. (A provider is someone who is providing professional medical care for you. An example would be a specialist to whom you have been referred.) Please provide the name, address, phone and fax number of the physician/provider to whom you want the information sent.

## Contact us

The Health Information Management (HIM) office is open **Monday – Friday from 8:00am to 4:00pm** and can be reached by calling **(304) 369-1230 extension 6200**. It is located at 173 State Street in Madison, within the Boone Memorial Hospital Family Medical Center (State Street FMC Rural Health Clinic location).