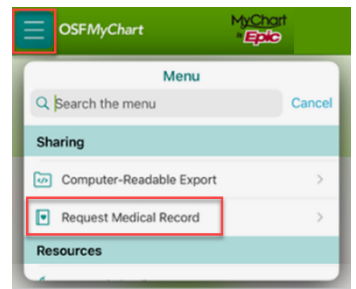


Request Medical Records

Follow the steps below to request medical records from OSF MyChart account.

1. From the menu, search and select **Request Medical Record**.
2. Select **OSF HealthCare** from the drop-down box.
3. Complete all the required fields *
4. Click **Continue**.
5. Check the box next to **I agree** and click **Send Request** to finalize. *Make sure to read and acknowledge the consent information before clicking I agree.*
6. When your documents are released, view them from the **Document Center**.

A screenshot of the 'Request Formal Copy of Health Record' form. The form has a green header with 'Back', 'Request Formal Copy of Health Record', and 'Close' buttons. The main text explains that the request requires processing by the healthcare organization. Below this, there is a section titled 'Submit a new request for a formal copy of your health record' with a note that an asterisk indicates a required field. The first question is 'Where would you like to send this request form?'. The dropdown menu is set to 'OSF HealthCare' and is highlighted with a red rectangle. Below this, there is a question 'Who should we send this record to?' with two options: 'Me' (selected) and 'Someone else'.A screenshot of the 'Request Formal Copy of Health Record' form, step 2. The form has a green header with 'Back', 'Request Formal Copy of Health Record', and 'Close' buttons. The main text asks for specific instructions for the information being requested, with a note that including a comment may delay processing. Below this, there is a section titled 'What information do you want included in the record?' with a dropdown menu set to 'Entire Record'. There are four checkboxes for 'Include' next to 'Pathology', 'Plan of Care', 'Procedures', and 'Visit List'. The 'Continue' button at the bottom is highlighted with a red rectangle.A screenshot of the 'Request Formal Copy of Health Record' form, step 3. The form has a green header with 'Back', 'Request Formal Copy of Health Record', and 'Close' buttons. The main text asks for consent for the release of information, with a note that the user understands that the record might include sensitive information. Below this, there is a section titled 'I authorize the release of my records consistent with this request and understand that information disclosed according to this request may no longer be protected by federal privacy law.' with a checkbox for 'I agree' (checked). The 'Send request' button at the bottom is highlighted with a red rectangle.

View Requested Medical Records

Follow the steps below to view medical records from OSF MyChart.

1. From the menu, search and select **Document Center**.
2. Under Ready for download, click **Download**.

A screenshot of the 'Requested Records' page. The page has a green header with 'Back', 'OSFMyChart', 'MyChart Epic', and 'Close' buttons. The main text explains that previously requested medical records will be available for download here. Below this, there is a section titled 'Ready for download (1)' with a link to 'How to access your files'. A card titled 'Download Patient Health Summary' is shown, with an expiration date of 'Expires 10/26/2051 7:21 PM' and a request date of 'Requested 06/10/2024'. The 'Download' button on the card is highlighted with a red rectangle. At the bottom, there is a section titled 'No longer available'.