

Yale HEALTH

# Steps for Accessing Your Medical Records



1

Check the "Download/View My Medical Records" tab on your MyChart. The information you need may be there for you to download yourself.

2

A valid authorization for the release of information form must be completed in order to obtain medical records for a third party. To access your own protected health information complete a Request Access to Protected Health Information form.\*

3

Allow 30 days for processing your medical record request. Requests are generally processed in the order they are received.

4

You can authorize someone else to pick up your records on your behalf if you provide a signed note giving them permission.

To access these resources, scan the QR code:



\*You may submit the form, or any outside health information to be added to your record, in person at Yale Health, via email at [yhmedicalrecords@yale.edu](mailto:yhmedicalrecords@yale.edu), by mail to Yale Health, P.O. Box 208237, New Haven, CT 06520-82327 or by fax to 203-436-5536.