

## Request Your Medical Records

For you, as a patient, there are processes in place to allow you to request your medical records. If you would like to ensure the copies of your record reflect the entire episode of care, you may consider requesting your patient record after discharge or at the end of your care episode.

Typical processing time is 3-5 business days. There may be a fee associated with requests for legal, insurance claims, or personal use purposes.

If you have any questions or need additional information, contact Health Information Management at 719-960-0363 Hours are 8 a.m. - 4:00 p.m., Monday - Friday.

### **Request medical records to be released to MyChart via MyChart**

1. [Log in to MyChart.](#)
2. Click the 'Menu' button.
3. Click 'My Document Center.'
4. Select 'MyRecords.'
5. Under Past Documents use the click here link to complete and electronically submit a request for records to be released to your MyChart account. Please note that there are date and page count limitations for these releases to MyChart.

### **Request medical records electronically**

Use the link below to complete and electronically submit a request for records that will be released via mail or secure email.

- [Electronic Authorization for the Release of Medical Information](#)

### **Request medical records via fax or mail**

1. Use the links below to access, print, and complete the authorization form.
  - [Authorization for the Release of Medical Information.](#)
2. Complete all fields on the authorization form when requesting the release of your records.
3. If you do not know your Colorado Springs Cardiology or Southern Colorado Heart and Vascular number, leave it blank.

4. After the form is signed and dated, fax the information to the number indicated at the bottom of the form or mail it to the address indicated.

**Fax Number:** 719.413.5966

**Phone Number:** 719.960.0360 Option “5”

**Mailing Address:**

**Health Information Management**

**PO Box 7610**

**Colorado Springs, CO 80933**

Colorado Springs Cardiology -Central Campus

Health Information Management

1625 Medical Center Point, Suite 240

Colorado Springs, CO 80907

Southern Colorado Heart and Vascular

904 Hailey Lane, Ste C & D

Pueblo, CO 81004

Colorado Springs Cardiology

1338 Phay Ave, Bld C

Canon City, CO 81212

Colorado Springs Cardiology – North Campus

7435 Sisters Grove, Ste 100

Colorado Springs, CO 80923

**Request radiology images**

For radiology image requests, please allow 48 hours.

- [Radiology Image Copy Request](#).

**Request information from other facilities to be released to Colorado Springs Cardiology**

To give Colorado Springs Cardiology access to outside medical records, you will need to authorize release from your current medical provider(s). Please complete the form and send it to your non-Colorado Springs Cardiology provider for processing.

- Authorization for the Release of Medical Information From Other Healthcare Facilities.

### **Request an EHI Export**