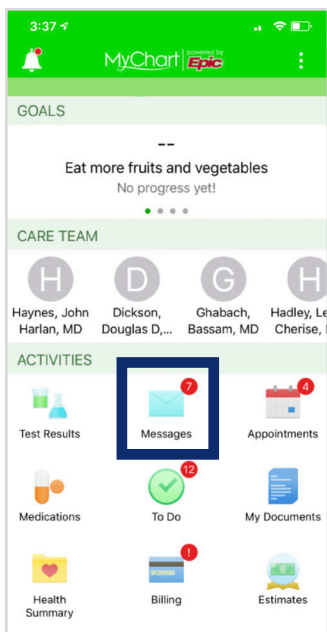
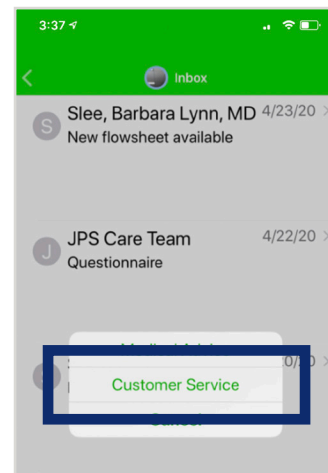


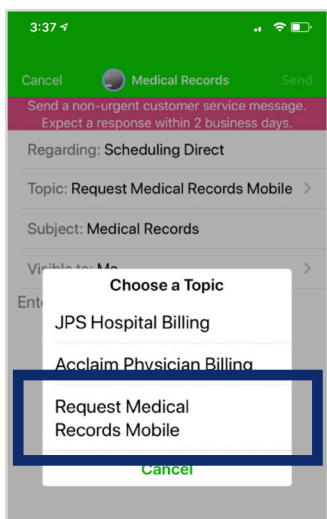
1. Choose **Messages**.



2. Choose **Customer Service** message.



3. Choose **Request Medical Records Mobile**. Then, type in your message.



4. To ensure your request is processed smoothly, please identify the documents you're requesting and provide dates. Once the request is processed, it will appear in your MyChart account within 5-7 business days from the original request.

You may ask for:

- Visit dates
- Clinic/Procedure/Operative note
- Discharge instructions/Summary
- Lab results
- Medication
- Face sheets
- Hospital encounter summary