



Health Information Management Medical Records Release of Information Process

Release of Information to Patients and/or Healthcare Providers

Requesting Copies of Your Medical Records

Patients should call 202 574-6880 to schedule an in person pick up time for copies of medical records or for customer service assistance with obtaining copies of medical records.

Patients can request copies of their medical records (Photo Identification & Signed Authorization required) via:

- **In person:** pick up between the hours of 9:00 am & 3:00 pm Monday thru Friday
- **Fax:** a written request for medical records to **202 574-7098** (photo identification required with fax or at the time of in person pick-up)
- **Mail in:** written request for medical records with copy of photo ID to:
United Medical Center
Health Information Management Department
1310 Southern Avenue SE
Washington, DC 20032

New Healthcare Provider Request for Medical Records:

Physician Offices and New Treatment Facilities requesting copies of patient medical records for the purposes of continuity of care can request copies of medical records via:

- **Fax** 202 574-7098 (Signed patient release required to include specific dates of service)
- **Mail in** written request for medical records with copy of signed patient authorization to:
United Medical Center
Health Information Management Department
1310 Southern Avenue SE
Washington, DC 20032
- CRISP or the DC HIE
<https://crispdc.org/>