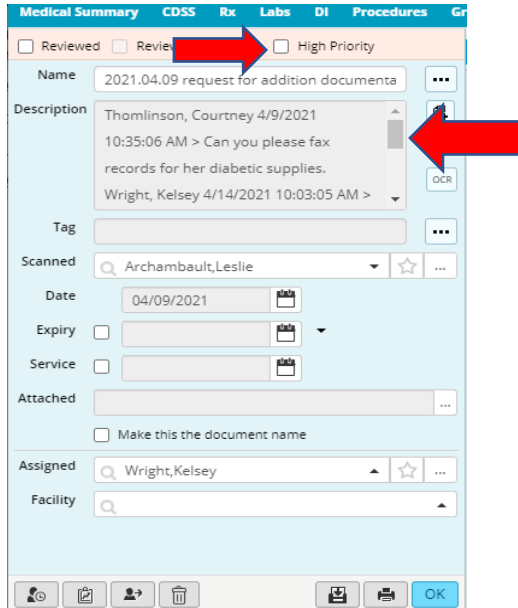


## How to request Medical Records be sent with attachment

1. When assigning a document to medical records, you will notate in the Description box what records need to be sent. For example: Last diabetic visit, last 3 months of visit notes, last labs, medication list, etc. You will click the high priority box so they will be alerted that records are needing sent ASAP.



**Please specify if letters or documents need to go as well.**

2. Medical records will then go and attach the records along with the document and fax all records back to the requestor. Once that is done, they will add a note in the document "Description Box" records faxed and the date. They will then set it as reviewed.
3. If you are needing something from another facility you will need to send an IM to medical records letting them know who the patient is and what you are needing for the patient. If the patient is coming in for an appointment, please let them know that so we can make sure the records get in the chart prior to patients arrival. If you have an urgent request, please call extension 171 and that will ring both phones to medical records. **Please have the signed consent scanned to medical records prior to calling. This will make the process smoother.**



## **How to request Medical Records be sent with attachment**