

How to Obtain Copies of Your Medical Record



If you (or your legal representative) need a medical record, please present a written, completed, signed and dated request. Or you may use the *Authorization For Use of Disclosure of Health Information* form.

For this authorization form and for special circumstances, please go to any of the hospital websites. Click on:

- PATIENTS & VISITORS
 - For Patients
 - Medical Records

MISSION HOSPITAL

WEBSITE: mission4health.com

PHONE: (714) 771-8206

FAX: (714) 744-8679

EMAIL: SMMROI@stjoe.org

To obtain a CD of Radiology images call: (949) 364-1400, ext. 4781

ST. JOSEPH HOSPITAL

WEBSITE: sjo.org

PHONE: (714) 771-8167

FAX: (714) 771-8965

EMAIL: SJMROI@stjoe.org

To obtain a CD of Radiology images call: (714) 744-8832

ST. JUDE MEDICAL CENTER

WEBSITE: stjudemedicalcenter.org

PHONE: (714) 771-8202

FAX: (714) 744-8785

EMAIL: SFMROI@stjoe.org

To obtain a CD of Radiology images call: (714) 992-3956

MAILING ADDRESS:

Health Information Management
Release of Information
St. Joseph Hospital Orange
1100 West Stewart Drive
Orange, CA 92868

Additional information on back side.

A valid written request must include the following:

- Patient Name
- Patient Date of Birth
- Name of the hospital that is releasing the information
- Where and to whom information is to be released including name/ address/phone number/email or fax
- What information is to be released including dates of service
- Reason for request: follow-up care, patient request etc.
- Document dated/signed by the patient or their legal representative
- Patient/legal representative phone number in case there are questions related to the release.



Fees for copies of medical records

No fee for the following:

- Faxed/mailed to patient's physician for continuing medical care.
- Pertinent information requested by the patient/patient legal representative [discharge summary, imaging, lab, history & physical].
- Response Time: Within 24 hours of the next business day with a valid request.

Fees may be charged for the following:

- Request for more than pertinent information i.e. entire medical record.
- Response Time for entire medical record is 5-7 business days with a valid request.

Copies may be provided by email, FAX, paper or CD.