

Instructions for Release of Information for University of Iowa Student Health

- The easiest way for you to obtain your own records from visits at Student Health (and UI Healthcare) is to use **MyChart**, the online portal to your medical record used at Student Health and the University of Iowa Hospitals and Clinics. MyChart has many great features that you will find useful, including online scheduling and ways to communicate with your doctor. The main advantage it affords you in obtaining records is that you can do this yourself without waiting on any forms to be processed by our office. For instructions on how to activate MyChart, visit www.uihealthcare.org/mychart and sign up as a new user.
- If you elect to have us process forms, please fill out the Release of Information form completely (each field on the form must be completed). Be certain you submit a complete address to send the copies to and be specific about what needs to be copied by checking the appropriate boxes.
- Please note there is a copying fee for insurance companies and lawyers. Student Health does not charge a fee to provide your records to yourself or medical facility.
- If you do **NOT** wish to release substance abuse, mental health, or HIV related information, you **MUST** initial in the shaded area.
- Sign and date the bottom of the release.
- Return the completed and signed form to Student Health in person or by one of the following:
 - Fax: 319-335-7247
 - Email: student-health@uiowa.edu
 - U.S. Mail: Director of Medical Records, University of Iowa Student Health
4189 Westlawn, Iowa City, IA 52242.
- If you have questions, please call 319-335-8371.
- Please allow 2-3 weeks to process and mail the request.

NOTES REGARDING OBTAINING INFORMATION FROM THE UNIVERSITY EMPLOYEE HEALTH CLINIC:

- If you were a past UIHC employee or volunteer, and wish to request your health records from UEHC for Student Health, you have several choices:
 - 1) Access your UEHC ReadySet account by following the instructions on this link: https://uihc.org/sites/default/files/accessing_personal_health_records_quick_guide.pdf
 - 2) Complete the Student Health Request to Obtain Information form, or
 - 3) Contact UEHC by calling 319-353-8653 and request their Release of Information form.