Requesting Medical Records

In an effort to help protect the health of associates and visitors we would like to limit the amount of visitors in the HIM Department. We realize that obtaining medical records is an important and necessary task and we would like to remind patients of the many ways they can request records without having to physically come on site.

- My Chart- patient's with MyChart access can request and receive electronic medical records via their MyChart account. MyChart requests are usually completed within two business days. Records from prior to 2016 can be submitted via MyChart and will be forwarded to the correct team for processing. These older records may need to be obtained from multiple storage methods so the requests may take longer to complete. Older medical records will be mailed to the requester's address. To request a MyChart account please visit MyChart.OhioHealth.com

- Records needed for continuity of care for other healthcare providers can be requested by that healthcare provider via faxed request. The request needs to contain the patient's demographic information as well as a list of what information is needed (labs, x-ray, notes, D/c Summary, etc.). Please also include which site or sites records are needed from. Turnaround time for continuity of care requests is normally three business days or less.

- Patients can obtain a Release of Information form by requesting one via email, fax, mail, phone call or by going to the OH website by accessing this hyperlink Release of Information Form or by visiting https://www.ohiohealth.com/patients-and-visitors/access-your-medical-record
To have a ROI form emailed, faxed or mailed to you please call one of the care sites listed below.

- Completed release of information forms can be submitted by email, fax, or mail. Please see the information below for addresses, emails and fax numbers. Please note do not include any patient health information (PHI) in the body of the email as the email will not be encrypted. Due to limited file sizes records cannot be emailed to requesters.

  Email addresses
  OhioHealth Physician Group (OPG)- **OHPhysiciansGroupROI@ohiohealth.com**
  Hospital- **Release-Of-Information@ohiohealth.com**
  O'Bleness Hospital **only Release-Of-Information-OBL@ohiohealth.com**

	Phone Number	**Fax Number**	**Address**
Doctors Hospital	(614) 544-1015	(614) 533-1151	HIM Dept. 5100 W. Broad St, Columbus, OH 43228
Dublin Methodist Hospital	(614) 544-8017	(614) 533-1152	HIM Dept. 7500 Hospital Dr., Dublin, OH 43016
Grove City Methodist Hospital	(614) 566-9320	(614) 533-1154	HIM Dept. 111 S. Grant Ave, Columbus, OH 43215
Grant Medical Center	(614) 566-9320	(614) 533-1154	HIM Dept. 111 S. Grant Ave, Columbus, OH 43215
Grady Memorial Hospital	(614) 544-8017	(614) 533-1153	HIM Dept. 7500 Hospital Dr., Dublin, OH 43016
Hardin Memorial Hospital	(419) 675-8259	(419) 673-9366	HIM Dept. 921 E. Franklin St, Kenton, OH 43326
Homecare or Home Health	(614) 566-0888	(614) 566-0815	HIM Dept. 5450 Frantz Rd, Columbus, OH 43016
Mansfield or Shelby Hospitals	(419) 526-8525	(614) 533-1162	HIM Dept. 335 Glessner Ave, Mansfield, OH 44903
Marion General Hospital	(740) 375-6088	(614) 533-1163	HIM Dept. 1000 McKinley Park Dr., Marion, OH 43302
O'Bleness Hospital	(740) 592-9388	(740) 592-9200	HIM Dept. 55 Hospital Dr., Athens, OH 45701
OhioHealth Physician Group	(614) 544-8376	(614) 533-1136	Attn. ROI Dept. 4850 E. Main St Suite 160, Columbus, OH 43213
Riverside Methodist Hospital	(614) 566-5444	(614) 533-1155	HIM Dept. 3535 Olentangy River Rd, Columbus, OH 43214

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