

## How To Request Medical Records Copies

1. To request a copy of your medical record, please download and complete the "Authorization to Disclose Health Information" form. You may download the form from our website: <https://www.maderahospital.org/>. You will find the form in English and Spanish under "Medical Records Request"
  - You may also pick up a authorization form from Medical Records between the hours of 7:30am-4:30pm
2. Submit your completed form along with a scanned, readable copy of a valid Identification to:

**Fax:** (559) 675-5519

or

**US Mail:** Attn: Health Information Management

**1250 E. Almond  
Madera, CA 93637**

**For questions, regarding Medical Records contact (559) 675-5415**

Medical Records does not have a voicemail and the calls roll over as soon as they come in, so you may have to let it ring until someone answers, or call back at a later time.

**There is no cutoff date for obtaining you Medical Records. Someone will be available to assist you.**

You may also access your medical records through your patient portal on our website: <https://www.maderahospital.org/patients-visitors/patient-portals/>