

How to Access Your Medical Records

Barlow Respiratory Hospital patients can access their medical records in two ways:

1: Enroll for our secure online Barlow Respiratory [Patient Portal](#)

As an added convenience, Barlow Respiratory Hospital patients can access their health information with our secure online **Patient Portal**. You can access information online from any computer device and share the information with your healthcare team or designated caregivers. An **Accessibility** Patient Portal is also available for patients to use screen readers (for the visually impaired), language translators (for translating to other languages) or other accessibility tools.

We encourage all patients to enroll and actively participate in their healthcare. Once enrolled, you can view laboratory and radiology reports, medications, allergies, demographic information, visit history and discharge/aftercare information.

The best way to enroll is during your stay at Barlow Respiratory Hospital (Main campus in Los Angeles, Valley Presbyterian, and Presbyterian Intercommunity locations),

For more information, call the Health Information Management (Medical Records) department during business hours at **213-250-4200 x 3337**, or email HIMROI@barlowhospital.org. Business hours are Monday - Friday 8:00 AM - 4:00 PM; closed weekends and holidays.

2: Request records with authorization sent by mail, email or fax.

1. If the Patient Portal is not used, a written authorization is required for the request to have your medical records released.
2. Download, print, fill out and sign the **Authorization for Use and Disclosure of Health Information** form from the Barlow Respiratory Hospital website.
3. Deliver the completed authorization form to:
 - **Mail: Barlow Respiratory Hospital**
Attention: Health Information Management Department – Building 17
2000 Stadium Way
Los Angeles, CA 90026
 - **Phone:** 213-250-4200 X 3337
 - **Fax:** 213-202-6490
 - **Email:** HIMROI@barlowhospital.org

4. All requestors must provide a completed authorization. A legible photo ID may be required. *Please note, incomplete or unsigned requests will not be processed and will be returned.*
5. Requests are processed within 10 business days from the time of the initial request. Someone will contact you in the event of unforeseen delays or if we are unable to fulfill your request.
6. A reasonable fee to cover the cost of making records available may be applicable. If the request is for printed copies of records, a per-page fee will be charged. When applicable, an invoice will be provided for the total charge for providing copies of your medical records.
7. For more information, call the Health Information Management (Medical Records) department during business hours at **213-250-4200 x 3337**, or email HIMROI@barlowhospital.org. Business hours are Monday - Friday 8:00 AM - 4:00 PM; closed weekends and holidays.

Requests for Continuation of Medical Care

Copies of records for Medical emergencies will be faxed free of charge directly to a physician or medical facility. Request for records for continuation of care are also free of charge and will be mailed to your next provider or can be picked up in person. If records are needed for an appointment, please indicate the date records are needed on the authorization form so the copies are received by your physician to review prior to your appointment. Please ask your physician/clinic to fax a request to Health Information Management department. (Fax: 213-202-6490)

Information such as radiology/imaging, history and physical, consultations, operative reports, and discharge summaries are routinely provided to the physician for continuation of care.

Requests for Records during hospitalization

If you are not enrolled to use Patient Portal, the steps for written authorization requirements must be followed to obtain medical records during your hospital stay. Records obtained during hospital stay may not be considered complete and you should consult your physician for any medical related inquiries.

Sensitive Information

Certain information requires a special authorization covering sensitive information. This includes psychiatric, drug and/or alcohol abuse, HIV/AIDS, and genetic testing. Authorizations for sensitive information must specifically refer to the information that is to be released.