

Requesting Copies of Medical Records

For your convenience, we provide four different ways to request a copy of your medical records:

IN PERSON:

Come to the Release of Information Office located on the 1st Floor of UAB Highlands located at 1201 11th Ave. South, Birmingham, AL. You will need one form of picture identification such as a driver's license, state issued identification card, passport, or military identification card.

BY PHONE:

Call 205-930-7724 to request an Authorization for Use or Disclosure of Patient Information form. The form can be mailed to the address provided by the patient or faxed.

BY MAIL:

Mail the completed Authorization for Use or Disclosure of Patient Information form to:

UAB Health Information Management -
Release of Information Office
1201 11th Ave. South
Birmingham, AL 35205

BY FAX:

Complete the Authorization for Use or Disclosure of Patient Information form and fax to 205-930-6721.



NEW LOCATION!

UAB Health Information Management Release of Information Office

LOCATION:

1st Floor
UAB Highlands
1201 11th Ave. South
Birmingham, AL 35205

Phone: 205-930-7724

Fax: 205-930-6721

HOURS:

Monday - Friday
8:00 a.m. - 4:30 p.m.

Free parking is available.



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Frequently Asked Questions

Here are answers to some of the most frequently asked questions regarding how to obtain a copy of your medical records.

What do I need to get a copy of my medical records?

When requesting records in person, you must complete the Authorization for Use and Disclosure of Patient Information form. The Authorization form can be obtained from your provider, the Release of Information Office, located on the 1st floor of UAB Highlands or electronically at: <http://www.hipaa.uab.edu/forms.htm>. You must also provide one form of picture identification such as a driver's license, state issued identification card, passport, or military identification card.

Can I get a copy of my medical records right now? If not, how long does it take?

Requests are normally processed within 7 to 10 days. In some instances records can be obtained at the same time the request is made. The Release of Information staff can provide an expected date of delivery for the records at the time the request is submitted.

Can you fax my medical records to my physician?

Yes, copies of medical records can be released directly to a physician or healthcare facility, for continuing care of the patient, free of charge.

Is there a charge to get a copy of my medical records?

No, not for records released for continuation of care, otherwise, fees are regulated by Alabama state law (*Alabama Code, Section 12-12-6.1*).

Electronic Record Released Electronically	Cost Per Page
1-500 pages	\$0.32
501+ Pages	\$0.09

Electronic Record Released in Hard Copy	Cost Per Page
1-500 Pages	\$0.36
501+ Pages	\$0.13

Hard Copy Record Released Electronically	Cost Per Page
1-500 Pages	\$0.52
501+ Pages	\$0.13

Hard Copy Record Released Hard Copy	Cost Per Page
1-500 Pages	\$0.55
501+ Pages	\$0.16

Burn CD	\$10.80 Per CD
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Will I need to complete an authorization in order for the physician to obtain a copy of my records?

Yes, you must complete an authorization form and provide the name and address or fax number of the physician who will be receiving your information.

UAB MEDICINE

Knowledge that will change your world

UAB Health Information Management - Release of Information Office

1201 11th Ave. South, Birmingham, AL 35205 • Phone: 205-930-7724 • Fax: 205-930-6721