

MyChart – Release of Health Information

This guide provides the steps for requesting a release of your health information (release of medical records) via MyChart and accessing the released health information.

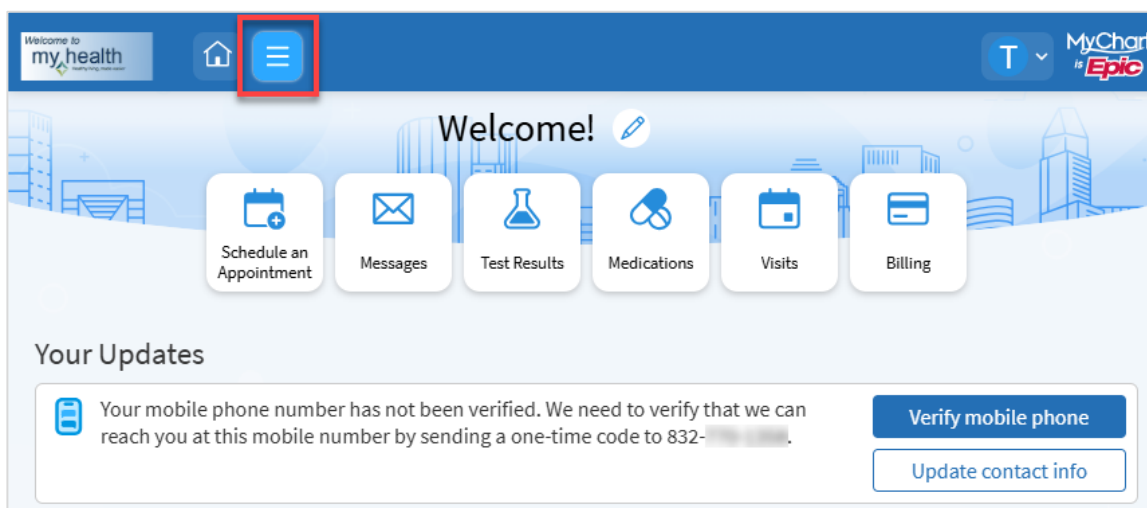
The target audience for this guide is Harris Health patients with active MyHealth accounts.

Table of Contents

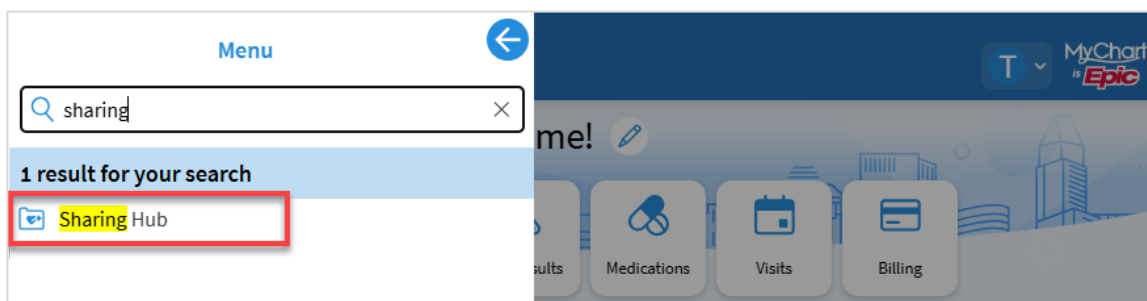
Request a Release of Your Health Information	1
Access Your Released Health Information.....	6

Request a Release of Your Health Information

1. In MyChart, click **Menu**.



2. Type *sharing* in the Menu search field.
3. Click **Sharing Hub** in the search results.



MyChart – Release of Health Information

4. In the Sharing Hub, click the **Yourself** tile to request a copy of your own health record.

Note: To release your health information to someone else – such as a family member, healthcare provider, or other authorized party – select the appropriate tile.

Sharing Hub

There are many ways to manage and share your health information. Let us help you find what you need.

Who do you want to share your health information with?



Yourself

You might be trying to get a copy for your personal reference.



Family member, close friend, or caretaker

This person might be taking care of you or helping you track your health.



Healthcare provider



Anyone else

5. Click **Request a formal copy**.

Sharing Hub

There are many ways to manage and share your health information. Let us help you find what you need.

How do you want to share your health information with yourself?



Download or send a snapshot

You can download or send a summary and specific visit details. You will get this as a human-readable file plus standard-based machine-readable files. This is available immediately.



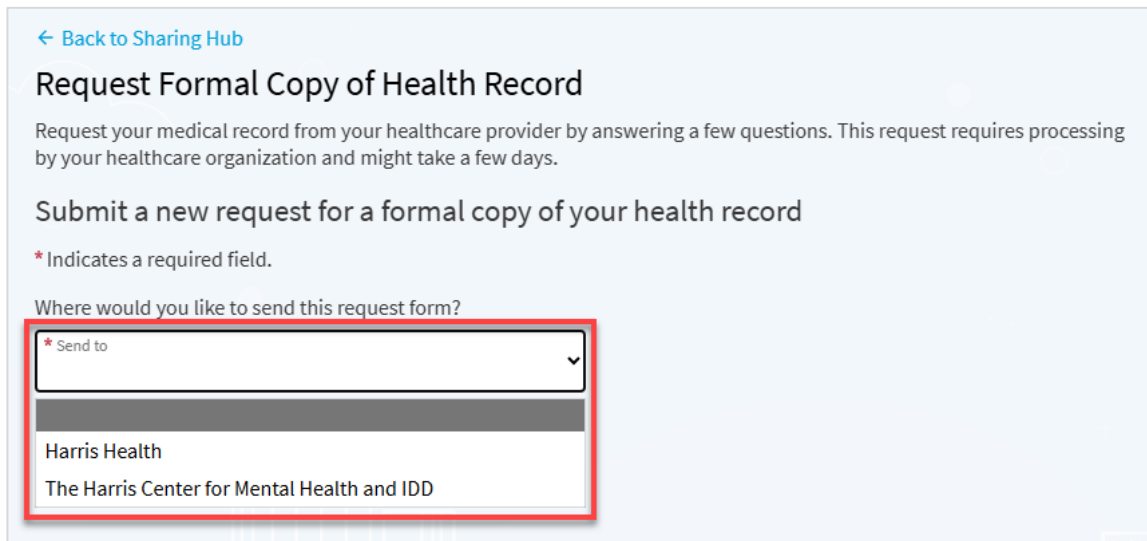
Request a formal copy

You can request specific pieces of information, including lab images, or request everything. This request might take a few days for your healthcare organization to process.



MyChart – Release of Health Information

6. In the request form, click the **Send to** field.
7. Select **Harris Health** (or *The Harris Center for Mental Health and IDD*, if appropriate).



[← Back to Sharing Hub](#)

Request Formal Copy of Health Record

Request your medical record from your healthcare provider by answering a few questions. This request requires processing by your healthcare organization and might take a few days.

Submit a new request for a formal copy of your health record

* Indicates a required field.

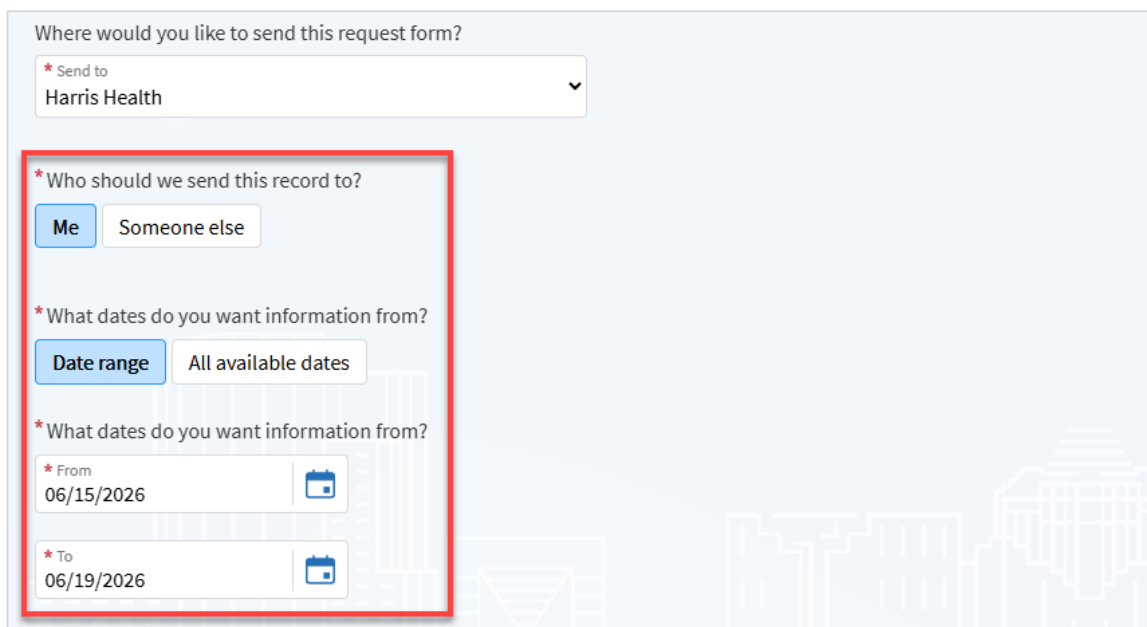
Where would you like to send this request form?

* Send to

Harris Health

The Harris Center for Mental Health and IDD

8. **Me** is the default recipient of the health record.
9. **Date range** is the default timeframe for the health record.
10. Enter the **From** and **To** dates of the health information you are requesting.



Where would you like to send this request form?

* Send to

Harris Health

* Who should we send this record to?

Me Someone else

* What dates do you want information from?

Date range All available dates

* What dates do you want information from?

* From

06/15/2026

* To

06/19/2026



MyChart – Release of Health Information

11. Click **Include** for the information type(s) to add to the health record.

Note: You can hover your mouse over [What is this?](#) to view a brief description of each information type.

* To
06/19/2026

* What information do you want included in the record?

Entire Visit What is this?	☒ Include
Notes What is this?	☐ Include
Labs What is this?	☐ Include
Medication What is this?	☐ Include
ED What is this?	☐ Include
History & Physical What is this?	☐ Include
Discharge Summary What is this?	☐ Include
Operative Report What is this?	☐ Include
Procedures What is this?	☐ Include
Imaging What is this?	☐ Include
Other	☐ Include

12. Add any **Instructions**, if needed.

13. Click **Continue**.

Do you have any specific instructions for the information you're requesting? For example, "Only include images related to my broken leg."

Instructions

Continue



MyChart – Release of Health Information

14. Review your responses to the request form.
15. Click **I agree** to the *Consent for release of information* statement.
16. Click **Send request**.

Submit a new request for a formal copy of your health record

Please review your responses. If everything looks correct, click or tap Send request.

Question	Answer
Where would you like to send this request form?	Harris Health
Who should we send this record to?	Me
What dates do you want information from?	Date range
From	6/15/2026
To	6/19/2026
What information do you want included in the record?	Entire Visit
Do you have any specific instructions for the information you're requesting? For example, "Only include images related to my broken leg."	No answer given

Consent for release of information

I understand (acknowledge) that this record might include sensitive information. If I am sharing this record with someone else, they will be able to see all of this information.

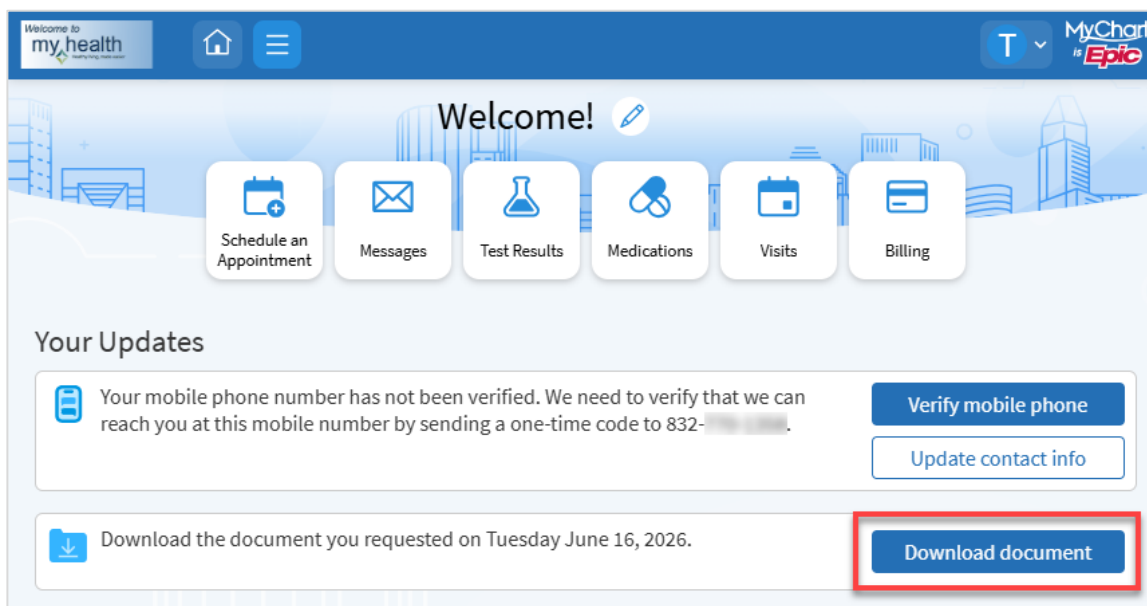
I authorize the release of my records consistent with this request and understand that information disclosed according to this request may no longer be protected by federal privacy law.

☒ * I agree 

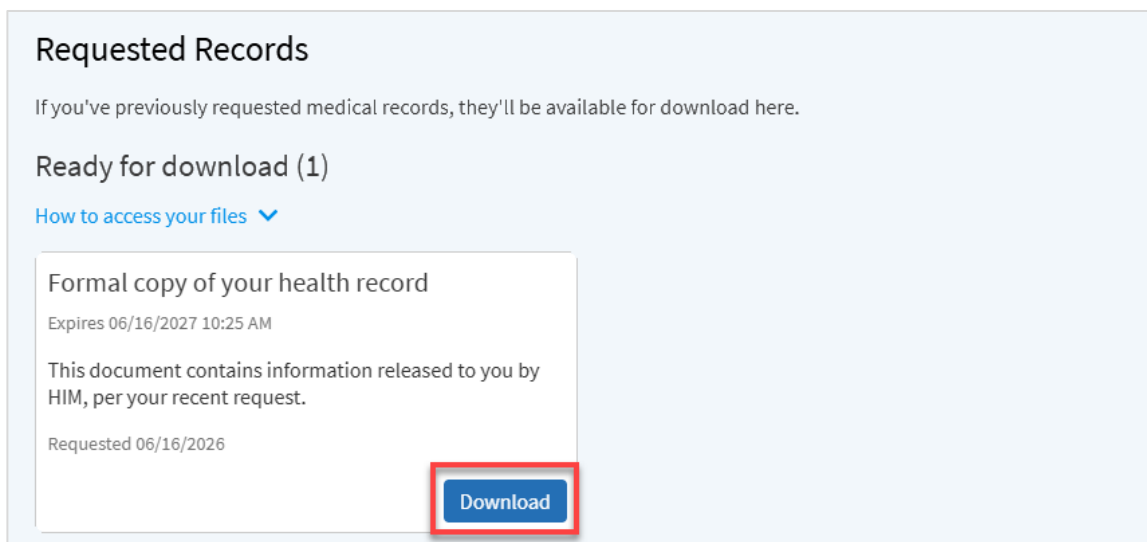
MyChart – Release of Health Information

Access Your Released Health Information

17. When you receive notice that your health record is ready for download, go to **MyChart**.
18. In MyChart, click **Download document**.



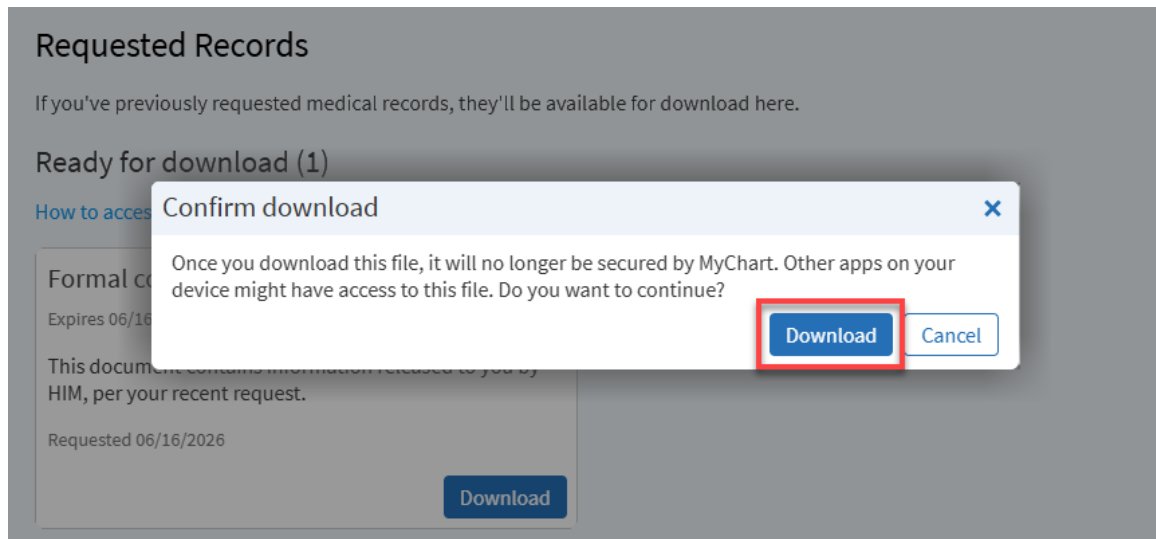
19. Click **Download** for the copy of the health record you requested.
Note: You will be able to download the health record for up to 180 days or 6 months. After that time, you will need to create a new request for release of health information.



MyChart – Release of Health Information

20. In the Confirm download window, review the message. After you download the health record, it is no longer secured by MyChart.

21. Click **Download**.



Copyright Notice and General Disclaimer: Information in this guide is subject to copyright protection and intended for internal use only. Training data used is PHI-free but should remain confidential.