

# How to request your Baptist Health medical records



For your convenience, there are two ways you can request your medical records. Please choose one of the options below and follow the steps.

## 1. Request and receive your medical records electronically.

- a) Visit [BaptistHealth.net/MedicalRecords](https://BaptistHealth.net/MedicalRecords) or [myBaptistHealth.net](https://myBaptistHealth.net) (the myBaptistHealth Patient Portal) to access the link to request your medical records online.
- b) Complete the information request online.
- c) Watch for a confirmation email of your request.
- d) Receive your medical records via email within 12 to 24 hours (Monday through Friday).

## 2. Call to schedule an appointment to pick up your medical records.

- a) Call 786-594-6400, option 1, to schedule an appointment to pick up your medical records.
  - Appointments are scheduled for Monday through Friday, 9 a.m.-3 p.m.
  - Appointments are usually scheduled 48 hours from receipt of the call, due to the volume of requests and current social distancing regulations.
- b) Arrive at the scheduled time of your appointment with a photo ID. You will then complete a record release form.
- c) Allow 30 minutes to 1 hour for release forms and medical records to be processed.
- d) Receive your medical records.

