



MEMORIAL COMMUNITY HEALTH

1423 7th Street

Aurora NE 68818

402-694-3171

FAQ “HOW CAN I ACCESS MY MEDICAL RECORDS?”

You may obtain access to and/or copies of your medical records by submitting a written request to the Health Information Management Department. This may be in the form of a letter, e-mail or print and complete the form provided here. You may bring it to MCHI or mail it to: HIM Department, MCHI, 1423 7th St, Aurora, NE.

Your request must contain enough information to identify you, to whom you want the records sent and their location (address). You may make arrangements to pick up your information in person. You must also include what specific information you want, see request form for further information.

WARNING: If you submit your request by e-mail, be aware that the information you put in that email will not be protected against access by others not covered by the HIPAA Privacy and Security regulations.

If you want the information emailed to you, this will be done through encrypted email and you will be required to register a password upon receipt in order to open it.

If you want the information provided to you via unencrypted email, we will do so if you state you waive the right to encryption in your request. Once again, your information will be vulnerable to those not covered by the HIPAA regulations and may be re-disclosed to others.

If you request information via CD, thumb drive or other portable device, we cannot provide the information encrypted at this time. Therefore, you will be required to pick up the portable device in person. Since the device will not be encrypted, your information will be vulnerable to access due to theft or loss of the device or access by others.

We will not accept portable media provided by you for security reasons unless it is in its original packaging and unopened. You may purchase a thumb drive, CD, etc. from us at cost or we can make other mutually acceptable arrangements to provide the requested information.