PLEASE SUBMIT PATIENT CHART REQUESTS ONLINE

January 01, 2019

Requester

Title

Company

Street Address

City, Province, Postal Code

Dear Requester:

We are using an online system, called Medchart, to receive, invoice, and release health information to our patients and their authorized third-party requesters.

Please submit your request using the below method:

1. Navigate to this URL:

**[add your customized third party request link]**

1. Input your organizational information, the patient information and your request details;
2. Upload your signed consent and any necessary supporting documentation;
3. Submit your request

You will receive an email confirmation that your request has been received and a unique URL to view, manage, track and receive the released records electronically.

Thank you for submitting using the online system. This will help streamline your request experience.

Sincerely,

**[add your organization name]**

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**[add your customized third party request link]**