

Virginia Heart – Requesting Medical Records Through MyChart

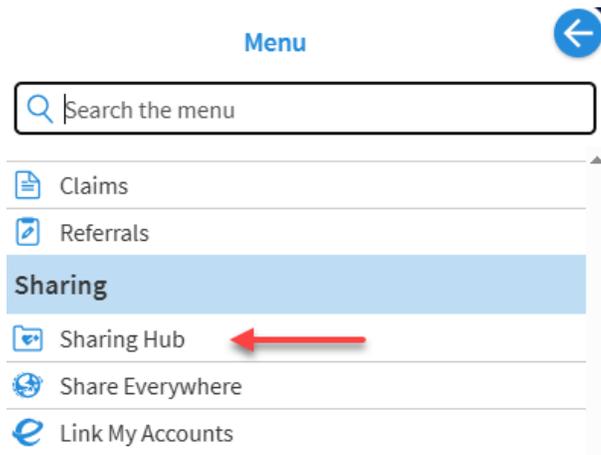
Patients can request a copy of their medical records directly through their MyChart account. Please follow the steps below:

- **Questions About Your Request?** Call Virginia Heart - Health Information Management team at 703-621-4501, option 1, followed by option 3 (Medical Records).
 - Please allow a few business days for your request to be processed.
- **Need Technical Support?** Call the Inova MyChart team at 855-694-6682, option 4.

How to Request Records in MyChart for Virginia Heart

Step 1: Log into your MyChart account

Step 2: Open Menu, scroll down, and select **Sharing Hub**:



Step 3: Select the recipient:



Step 4: Select **Request a formal copy** option.

 <p>Download or send a snapshot</p> <p>You can download or send a summary or specific visit details. You will get this as a human-readable file plus standard-based machine-readable files. This is available immediately.</p>	 <p>Request a formal copy</p> <p>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.</p>	 <p>Give a third party app access</p> <p>You will need to go through the third party app to connect to MyChart.</p>
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Step 5: Complete the **Request Formal Copy of Health Record form**.

- If you selected “**Someone else**” option, please fill out all required fields:
 - **Name**
 - **Phone number**
 - **Address** (if you would like us to mail the records)
 - **Fax number** (if you would like us to fax the records)
 - **Email:** The MyChart email feature is currently not working. Entries in this field will fail to send. Please leave it blank to avoid delays.

Where would you like to send this request form?

* Send to
Virginia Heart

* Who should we send this record to? 

Me **Someone else**

Where should we send this information?

* Name	Attention to
Address	Email
* Phone number	Fax number

* What dates do you want information from?

Date range All available dates

* What dates do you want information from?

* From  * To 

* What information do you want included in the record?

Clinical Summary What is this?	<input type="checkbox"/> Include
After Visit Summary	<input type="checkbox"/> Include
All	<input type="checkbox"/> Include
Cardiology Procedures	<input type="checkbox"/> Include

- Use the **Instructions** section on the form if you would like to request:
 - Records prior to 05/01/2021 (only records rendered after 05/01/2021 to present are available automatically through MyChart)
 - Any Imaging performed by Virginia Heart (Any imaging done by Inova must be requested through Inova, please use the link at the top of the form)
 - To pick up records at one of the offices

Example of instructions: All records from 2018 - 2021

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

Instructions



Step 6: Click **Continue**.

Step 7: Review your responses on the next page and select **I agree** to authorize the release.

Step 8: Click **Send request**.

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

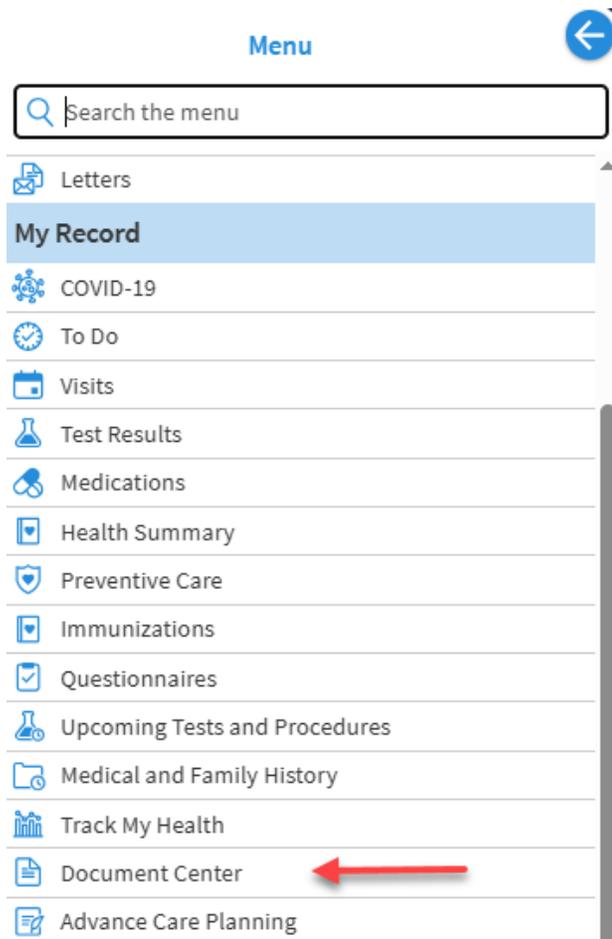
Once submitted, you can cancel the request by clicking on the **Cancel** button:

We'll notify you when your download is ready.

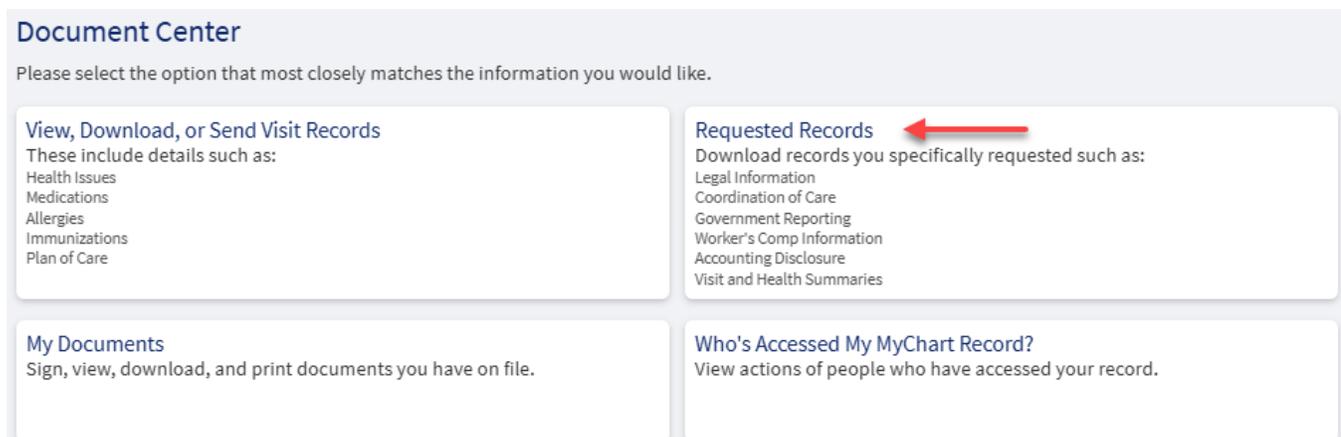
Type	Date Requested	Action
Formal copy of your health record	06/10/2025	<input type="button" value="Cancel"/> 

To locate and download the requested records:

Step 1: Open Menu, scroll down to **My Record** and choose **Document Center**.



Step 2: Select **Requested Records**.



Step 3: Click **Download**.

- Please note that the expiration date of the requested records is typically **30 days** following the requested date

Requested Records

This is where your requested medical records appear for download.

Ready for download (1)

How to access your files 

Formal copy of your health record

Expires 07/10/2025 2:28 PM

For questions or concerns regarding the released records, please contact the appropriate Medical Records Department.

Requested 06/10/2025



Download