



# Medical Records

## How to request your medical records:

Pike County Memorial Hospital offers several simple ways to obtain your medical record:

Our Patient Portal offers instant online access to your medical records from the convenience of your home or your phone. To find out more about getting access to your Patient Portal, [click here](#):

### In Person Request

Our Health Information Management Department, or Medical Records, currently handles all record requests for Pike County Memorial Hospital and Clinics. Our office is open Monday through Friday from 8:00am to 4:30pm and is located on the Second Floor of the Hospital. You will need to bring a valid drivers license or photo ID for verification at the time of pick up. There is currently **no charge** for this service.

### Contact Us

Phone: 573-754-5531

Fax: 573-754-6890

If you are unable to appear during our office hours, we would be happy to process your request and have them available for after-hours pick up at the Emergency Department Registration Desk. This service is only available for call-ahead requests.

### Fax

Our HIM Department can receive and send records via fax with a valid Authorization. Our fax number is: 573-754-6890.

### Mail

You may mail your request to our HIM Department at:

Pike County Memorial Hospital  
ATTN: Health Information Management  
2305 Georgia Street  
Louisiana, MO 63353

### Transferring to Another Provider

Your medical records can be faxed or mailed to the provider of your choice. Please let us know your appointment date so we can arrange for records to be delivered timely.

## Frequently Asked Questions

**Can I have someone else pick up my records?**

Yes, IF we have an Authorization to Disclose Protected Health Information signed by the patient granting that person access. This form needs to be on file prior to the records being picked up.

**Can I access my child's records if they are 18 or older?**

No.

They will need to complete an Authorization to Disclose Protected Health Information form with your information in order for records to be released to you.

**Can I access someone's medical records if I have Power of Attorney for Health Care (POAHC)?**

Yes. We will need to have a copy of the POAHC on file AND we will need to see a valid drivers license/photo ID when you pick up the records. If these documents are not provided at the time of request, the request will be denied.

**My relative is deceased. Can I obtain a copy of their medical record?**

Yes. We will need a copy of the Death Certificate OR Power of Attorney for Health Care that specifically states you have access to records after death OR documentation/Will naming you as the Executor of the Estate. In addition to one of the above documents, you will need to sign an affidavit stating your relationship to the deceased and provide a valid driver's license/photo ID for verification.

**What if my question isn't listed here?**

We encourage you to reach out directly to our HIM Department during business hours. We are happy to assist you in any way we can!