

HOW TO GET YOUR MEDICAL RECORDS

To request a copy of your medical records, complete the **Authorization for Release of Information** form and send it to:

Cayuga Medical Center
Health Information Management Dept.
101 Dates Drive
Ithaca, NY 14850

Release forms can be obtained in person at the Health Information Management Department (Medical Records) at CMC, on cayugamed.org (Contact Us at the top of the screen. Release form is listed under Health Information Management), or call 607-274-4314 for a faxed copy.

Complete the form in its entirety. Provide as much information as possible; name, date of birth, approximate date of visit, reason for release, patient signature and date. We will process your request within 10 days of receipt of completed release form.

There is no charge for records being sent directly to a physician, nursing home, or other healthcare facility. A fee of .75 cents per page will apply for records released to the patient, attorney, etc. You will receive a pre-bill from a copy service (Verisma 866-390-7404) for the records. Once the invoice is paid, the records are released.

Questions?

Please call Health Information Management at 607-274-4314