

## HOW TO GET YOUR MEDICAL RECORDS

To request a copy of your medical records, complete the **Authorization for Release of Information** form, scan and e-mail to [medicalrecords@cayugamed.org](mailto:medicalrecords@cayugamed.org) or send it to:

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

Authorization forms can be obtained in person at the Health Information Management Department (Medical Records) at CMC, or on our website: [www.cayugamed.org](http://www.cayugamed.org) (click “Contact Us” at the top of the screen and about half-way down the page, click on “Authorization for Release of Information” form), 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