

**Medical Record Request Procedure during Coronavirus Event –  
effective 3/30/2020 until further notice**

If you have access to a computer capable of email and accessing the internet:

- Please visit our website where you may obtain a copy of our Medical Records Authorization form:
- [Release of Information Authorization Form](#)
- Fill-out the **Medical Records Authorization Form** in its entirety, sign/date and email a copy or send a copy (along with a copy of your photo ID) we must have a government issued photo identification to validate request and it must not be expired.
- If you have a smartphone, you can take a photo of 1) the completed authorization and 2) government issued photo id and email to [roi@childrensal.org](mailto:roi@childrensal.org)
- Please email the Release of Information authorization back to [roi@childrensal.org](mailto:roi@childrensal.org)
- A representative will contact you to validate requests, please make sure you include a correct contact phone number.

If you do not have access to a computer capable of email and accessing the internet:

- Please contact us at 205-638-9728 and we can provide you a Release of Information Authorization form, fax one directly to you, or put one in the mail.
- Send your completed signed and dated Release of Information Authorization form to:
  - Children’s Hospital of Alabama  
Health Information Management Department  
1600 7<sup>th</sup> Avenue South  
Birmingham, AL 35233  
Attn: Release of Information Medical Records  
Phone #: 205-683-9728  
Fax#: 205-638-5367
- Your request for records may take up to 30 days to complete, by law.
- If you have questions about how to complete the form, please contact us and a representative will help you through the process.