

Requesting Froedtert Health Medical Records in the Froedtert & MCW App on a Mobile Device

1. Open the **Froedtert & MCW** App on your screen and log in.
2. Click on the blue Menu button in the upper left corner. Click on the **MyChart** icon on the bottom of the screen.
3. Scroll down to the **Sharing Hub** and tap on it to open.
 - A. Click on the appropriate box option to select with whom you would like to share your health information. The choices are Yourself; A family member, close friend, or caretaker; A healthcare provider; Anyone else
 - B. Make a selection to either '**Request a formal copy**' of health records or to '**Download or send a snapshot**' of health records.
4. To **Request a formal copy** of health records, complete the online form following the prompts.
 - A. Location - Select 'Froedtert Health'.
 - B. Indicate if you ('Me') or 'someone else' should receive your medical records.
 - C. Select Date Range and enter a 'Date range' of records needed OR click on 'All Dates'.
 - D. Select what information from your medical record you would like included in the record release. Do this by tapping on the Include button. Tap the Include button again to deselect/change your selection.
 - E. Click on Continue. This provides a summary of your request for your review prior to submitting the request.
 1. Click on Back to make changes to your request or,
 2. Click on the box I agree and then click on Send Request to submit your request for medical records.
5. To **Download or send a snapshot**, follow the prompts and make visit selections by clicking on the radio button to the left of the visit.
 - A. Use the < > keys to move through the visits and make your selection.
 - B. Use the radio buttons to select specific visits.
 - C. Make a selection on how you would like to receive the selected records by clicking on the View or Download or Send buttons.