

Important Information about Medical Records Requests

Requesting Your Records

The Records Release Center of our Health Information Management Department is available to assist you with obtaining copies of your medical records and radiology images. You may contact us by:

Telephone: 484-628-8252

Fax: 484-628-9777

Mail: Reading Hospital Records Center, PO Box 16052, Reading, PA 19612-6052

Picking Up Your Records

We highly recommend calling at least 24 hours in advance so that your records will be ready when you arrive.

Records can then be picked up in our: **Records Release Center**

Located at: 420 South 5th Avenue, West Reading, PA 19611

5th Avenue lobby of the Reading Hospital

Open Weekdays, 8 a.m. to 7 p.m.

To Access the Records Release Center

Use the 5th Avenue entrance to our West Reading Campus

Park in the patient drop-off spaces near the revolving door or use the free valet service for parking.

Enter through the revolving door.

Records Release Center is located to the left of the main Reception Desk in the lobby.

Identification Required.

Please bring a driver's license or other photo identification card. If you are picking up records for an adult 18 years of age and older, you must also have either: a note signed by the patient authorizing you to pick up his/her records OR Medical Power of Attorney documentation OR Legal Guardianship documentation.

Receiving Records Through MyTowerHealth Patient Portal

Receive in 3-5 days.

Records will be available to access and download for 14 days.

Medical Records from 2/2/13 to present can be provided through the MyTowerHealth Patient Portal.

Radiology images are not available through MyTowerHealth Patient Portal

Other Services

To review your medical records, please call us for an appointment at 484-628-8252.

Charges

Per Pennsylvania Law, 42 PA. C.S. §6152, we may charge for copying records.

*Please do not send payment with your request, if payment is required you will receive a bill in the mail.