



Community Partners' Request for Medical Records at DHS Hospitals

The My Health LA (MHLA) program has streamlined the process for Community Partners' (CPs) to request medical records following a MHLA participant's visit to a DHS hospital.

Olive View and LAC+USC Medical Centers can now return specialty service medical records via *eConsult*!

To obtain medical records from DHS hospitals, follow these steps:

1. Send a fax request to the DHS facility numbers listed below using their agency letterhead.
No patient authorization is required to request or obtain medical records from DHS.
2. The top of the fax must clearly state, "**MHLA Community Partner**" and should indicate that the request is for their patient and that the medical record is needed for treatment.
3. Be certain that your patient accessed services at the facility where you are sending your request and that the patient showed up for the visit. Many requests DHS receives are for "no-show" patients.
4. The request must include: patient name, date of birth, specialty service received, *eConsult* number (if available), date of visit, hospital medical record number, and CP phone number and contact person.

Harbor-UCLA Medical Center:

- Fax your request to: **(310) 782-1796**.
- CPs can follow up on requests by calling: (424) 306-4100, M-F, 8:00 AM to 5:00 PM.

LA General Medical Center:

- Fax your request to: **(323) 441-4775**. Be sure to include the *eConsult* number—if you have one—so records can be returned to you via *eConsult*.
- Do not send patient names or their personal information by email. CPs can follow up on requests by calling: (323) 409-6118, M-F, 8:00 AM to 5:00 PM.

Olive View-UCLA Medical Center:

- Fax your request to: **(747) 210-3518**. Be sure to include the *eConsult* number—if you have one —so records can be returned to you via *eConsult*.
- CPs can follow up on requests by calling: (747) 210-4124 ,M-F, 8:00 AM to 5:00 PM.

Rancho Los Amigos National Rehabilitation Center:

- Fax your request to: **(562) 803-0167**.
- CPs can follow up on requests by calling: (562) 385-7121/7122 ,M-F, 8:00 AM to 5:00 PM.

Questions? Visit <http://dhs.lacounty.gov/wps/portal/dhs/medicalrecordrequest/>