

Release of Medical Information

If you would like to have a copy of your medical records for yourself or if you would like to have a portion or all of your medical records sent to another facility please read the following information carefully:

- At the present time, the Student Health Center stores records dating back to **2004**. Medical records of students are kept for 7 years and then destroyed.
- Records from 2007 to present are available within the Health Center and can be copied within a week.
- Records from 2004 to 2006 are housed in the archives in another building on campus and may take up to one month to obtain and copy.
- In order to release your records, the Student Health Center must have a signed request [from you] containing the following information within the request:
 - Your full name
 - A telephone number where you can be reached
 - Your BU Identification number **or** your social security number
 - If you are no longer a student, the year that you graduated or left Bloomsburg University.
 - The specific information that you need copied [for example: immunization records, clinical notes, blood pressure records, etc.].
 - Specify how you would like your records sent: By Fax, standard mail, or picked up.
 - Name of the person, the organization/facility who will receive your records along with the Fax number, telephone number **and** address of the recipient of your records. A regular telephone number of the recipient of your records is helpful should a problem arise with the delivery of your medical information.

- You may fax your request to the Student Health Center @ 570-389-3417 **OR**
You may mail your request to:

The Student Health Center
Room 324 Kehr Union Building
Bloomsburg University of PA
400 East Second Street
Bloomsburg, PA 17815

- Instead of sending the previous information to the Student Health Center, you may opt to stop in at the Student Health Center and complete a release of medical information form. Your records will be processed as previously outlined.