



**MEDICAL  
RECORD  
REQUESTS  
ARE NOW  
CONTACT  
FREE!**



# CONTACT US



718-606-FUND (3863)

## Social Media



Brooklyn Health Center  
Harlem Health Center  
Midtown Health Center  
Queens Health Center



@EBF\_HCI



@HealthCenterInc



# MEDICAL RECORDS



# FAQ'S

## How long will it take to process my record request?

Please allow a 10 day turn-around time for request.

## Where and when can I pick-up my medical records?

You will receive a call from a medical record staff member when your request has been processed. You will be able to pickup at the Health Center location of your choice.

## How will I receive my record

Records will be placed on a digital CD for your convenience.



An authorization form is required to process your request. You can access a copy of this form by scanning the QR code below.



Filled authorization forms can be e-mailed or sent through the portal.



## How can I request my medical records?

You can request by:

- Phone
  - 1-718-606-FUND (3863) ext. 5595.
- Patient Portal
  - Sign onto your HappyHealthyMe.org portal and you can send a secure message to the HIM team at Medical Records.
- E-Mail
  - Send your authorization form to [HIM@hotelfunds.org](mailto:HIM@hotelfunds.org) to request your medical records.
- In-person at any of our Health Centers.

