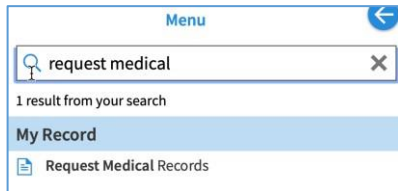


How to Request an Amendment to Medical Record

You can submit a request to amend your medical record in the Document Center of myUCLAhealth.

1. Go to  **Menu > My Record > Request Medical Record** or type 'request medical records' in the search field.



Menu

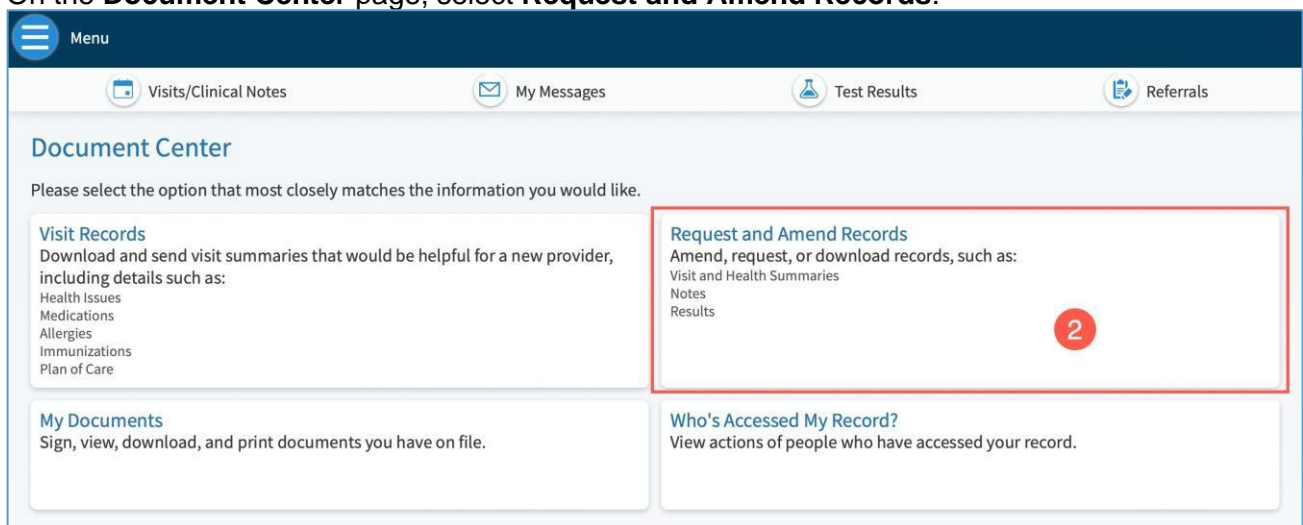
request medical

1 result from your search

My Record

Request Medical Records

2. On the **Document Center** page, select **Request and Amend Records**.



Menu

Visits/Clinical Notes My Messages Test Results Referrals

Document Center

Please select the option that most closely matches the information you would like.

Visit Records
Download and send visit summaries that would be helpful for a new provider, including details such as:
Health Issues
Medications
Allergies
Immunizations
Plan of Care

Request and Amend Records
Amend, request, or download records, such as:
Visit and Health Summaries
Notes
Results

My Documents
Sign, view, download, and print documents you have on file.

Who's Accessed My Record?
View actions of people who have accessed your record.

3. Select **complete the Amendment Request form** to request a change to the content of your medical record.



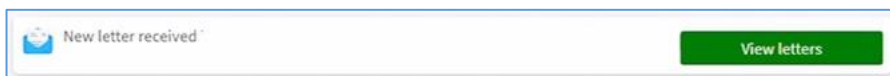
Request and Amend Records

If you want to request a record, please [complete the Record Request form](#).

If you want to change the content of your medical record, please [complete the Amendment Request form](#).

If you need instructions on how to download your medical record, [click here](#).

4. Complete the Request to Amend Health Record form and select **SUBMIT**. The UCLA health team will notify you of the response through myUCLAhealth.



New letter received

View letters

- Letters can also be accessed through **Menu > Communication > Letters**.