How Do I Request My Medical Records from Inspira?

An Authorization to Disclose Protected Health Information Form from an Inspira facility must be completed and submitted to the Health Information Management Department (Medical Records). A handwritten detailed request from the patient will also be accepted in lieu of the Form. To expedite your request, please contact Medical Records at (856) 641-7581 to ensure all required documentation is included with your request.

Once you have completed the authorization:

- Mail your request, completed Authorization to Disclose Protected Health Information Form, and any additional necessary documents to the attention of the Health Information Management Department at the following address:

  **Inspiria Medical Center – Mullica Hill 700 Mullica Hill Road, Mullica Hill NJ 080162**

- In-person requests: Present your request, authorization form, required documentation, and government issued photo identification to the Health Information Management Department (Medical Records) at one of the below addresses:

  **Inspiria Medical Center – Elmer 501 West Front Street, Elmer, NJ 08318**
  **Inspiria Medical Center - Vineland 1505 W. Sherman Ave., Vineland, NJ 08360**
  **Inspiria Medical Center – Mullica Hill 700 Mullica Hill Road, Mullica Hill NJ 080162**
  **Inspiria Health Center – Woodbury 509 N. Broad Street, Woodbury, NJ 08096**
  **Inspiria Health Center - Bridgeton 333 Irving Ave., Bridgeton, NJ 08302**

  Hours of operation: Monday through Friday, between 8:00 am and 4:30 pm (excluding holidays).

- Fax your request, authorization form, required documentation, and government issued photo identification to the following:

  **Inspiria – Health Information Management Department (856) 221 - 4180**

Questions?

For further information or questions regarding medical record requests, please contact the Health Information Management Department to assist you.

**Inspiria – Health Information Management Department (856) 641-7581**

A fee may be applied for copies of your medical record.