EFFECTIVE MARCH 19, 2020

*If you are a patient in need of continuation of care records, please have your provider fax the request to the attention of Inspira’s Health Information Management Department (Medical Records), (856) 221 – 4180. The request must be on the provider’s letterhead, and include your name, date of birth, and the specific information required for continuation of care (exact dates of service will help expedite the request).

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 submission.

Once you have completed the authorization:

• Mail your request, completed Authorization to Disclose Protected Health Information Form, a copy of your photo identification, and any additional necessary documents to the Attention of the Health Information Management Department (Medical Records) at the following address:

   Inspira Medical Center - Vineland 1505 W. Sherman Ave., Vineland, NJ 08360

   OR

• Fax your request, completed Authorization to Disclose Protected Health Information Form, a copy of your photo identification, and any additional necessary documents to the following fax number:

   (856) 221 – 4180; Attention Health Information Management Department (Medical Records).

Questions?

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

Inspira Health Information Management Department (856) 641-7581

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