

GMHA MEDICAL RECORDS DEPARTMENT
(updated 09/01/2020)

Steps to request for Medical Records:

1. Complete GMHA **Authorization For Use Or Disclosure Of Medical Information** form.
2. Provide the following requirements:
 - a. Government issued picture ID (Passport, Driver's License or Guam ID) ***Must be current, NOT expired.**
 - b. Original Documents
 1. Legal Guardianship/POA, Subpoena or Ex Parte Custody Order for Legal Representative.
 2. Birth Certificate for Parent's with different last name.
 3. Marriage Certificate or Divorce decree for change of name.
 4. Death Certificate for Expired patient.
3. **Authorization Form** and electronic copies of **required documents** can be emailed to the GMHA Medical Records Department using the email address below.

Email address: correspondence@gmha.org

4. GMHA Medical Records Department will contact you to coordinate pick-up once your request has been processed, approved, and prepared for pick-up.

Notes:

No charge

- First complimentary copy of medical records will be given to patient upon discharge or upon patient request.
- Medical Records request for continues patient care. (Medical referral or appointment card should be attached with the request.)

Medical records fee will be applied: \$25.36 first 10 copies \$2.48/ page after 10 Copies.

- Insurance claims
- Work
- Banks
- Immigration
- Airlines
- Legal proceeding
- Other reason etc.