# ACTION REQUIRED:

**[PUT YOUR ORGANIZATION NAME HERE]**

received a request for medical records from your office or designee.

We no longer support fax, mail, or phone requests; instead, all requests are managed online.

PLEASE DIRECT THIS REQUEST AND ALL FUTURE REQUESTS TO OUR ONLINE PLATFORM BY GOING TO:

app.chartrequest.com

Please **go to app.chartrequest.com** to obtain your requested records in a timely fashion.

THANK YOU!

**Staff**

For support with our online platform, please go to [www.chartrequest.com](http://www.chartrequest.com) or support.chartrequest.com