

HOW TO FIND YOUR RECORDS IN LMC MYCHART

Clinical Notes

These records are available for visits after November 2, 2020. Click on **“Visits.”** Select your visit. Click on **“View Notes.”**

Lab/Imaging Results and Cardiologic/Pathology Reports

Click on **“Test Results.”**

Scanned Documents

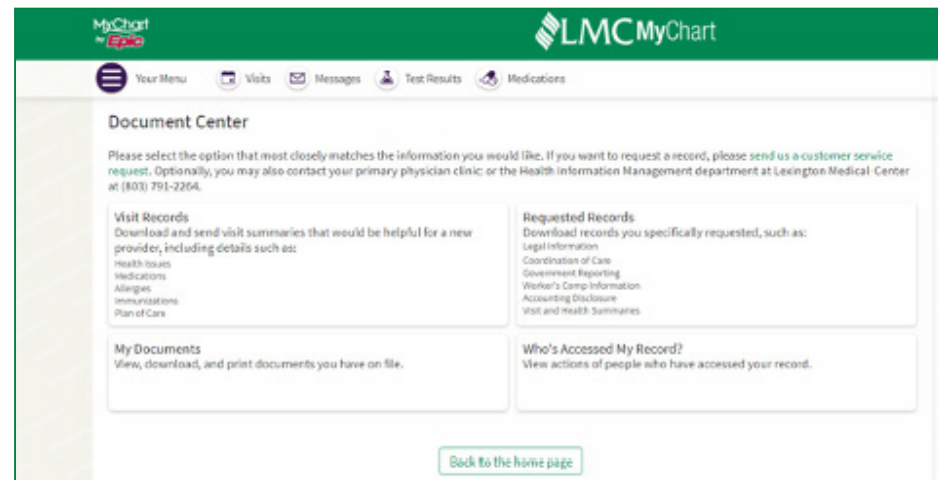
Click on **“Your Menu,”** scroll to **“Document Center,”** and click on **“My Documents.”**

Billing

You can find your billing information in Lexington Medical Center’s PatientWallet feature in LMC MyChart

1. Under **“Your Menu,”** go to **“Billing”** and click **“Pay My Bill.”**
2. Click **“Pay Here.”**
3. Click **“View Account”** to see any paid or unpaid statements. You also have the ability to view and/or download the statement.

Any statement before December 8, 2020, will not be available in PatientWallet. For bills prior to this date, please contact Customer Service at (803) 791-2300.



HOW TO DOWNLOAD RECORDS FROM LMC MYCHART

1. Click on **“Your Menu”** and scroll to **“Document Center.”**
2. Click on **“Visit Records.”** Select visits and click **“Download.”**

Accessing and Requesting Your Medical Record



Access your medical and billing records for free in LMC MyChart

Most documentation is automatically available in LMC MyChart, and you can request additional records through your account if needed.

HOW TO ACCESS YOUR MEDICAL AND BILLING RECORDS

There are several ways to find, download or request records.

- **LMC MyChart:** Many records automatically appear in LMC MyChart, such as physician notes, lab results and radiology reports. You can also download records from specific visits.
- **LMC MyChart Request:** You can request records through LMC MyChart.
- **Fax:** You can fax requests to Lexington Medical Center's Health Information Management department at (803) 791-2136.
- **Drop-Off Request:** You can bring a paper request to the Health Information Management department between 8:30 a.m. and 5:00 p.m., Monday through Friday. Health Information Management is on the hospital's main campus at 2720 Sunset Boulevard, West Columbia. The department may be closed due to unforeseen issues, such as pandemics or weather events. Please call before you arrive.
- **Mail:** Send your request forms by mail to:
Lexington Medical Center
Attention: Health Information Management Department
2720 Sunset Boulevard
West Columbia, SC 29169

You can find request forms at LexMed.com/Patients-Visitors/Release-of-Medical-Records, or call Health Information Management to have one mailed to you.

Request Method	Charges	Estimated Processing Time (Business Days)			
		Immediate	1-2 Days	2-4 Days	5-10 Days
LMC MyChart	Free	X			
LMC MyChart Request	Free		X		
Drop-Off Request	Per SC State Rate*				X
Fax or Mail Request	Per SC State Rate*				X

* Charges for medical records per South Carolina Code 44-115-80



HOW TO REQUEST RECORDS THROUGH LMC MYCHART

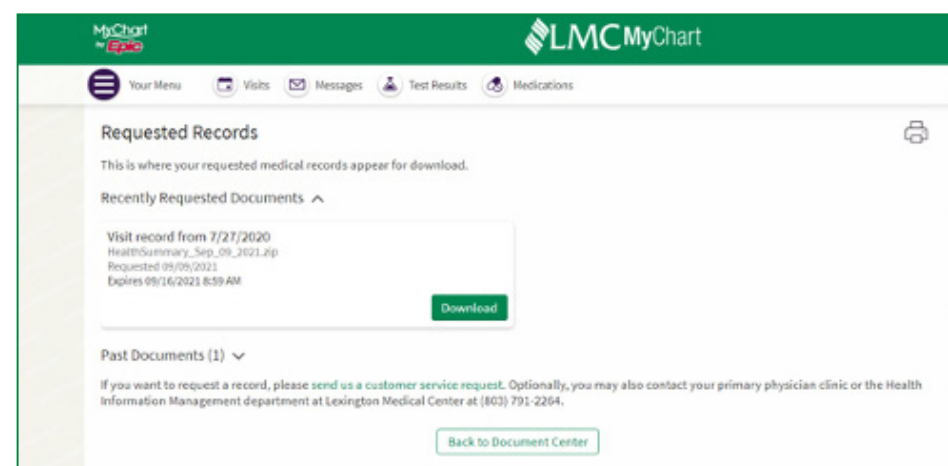
This feature is only available for the dates of service below:

Hospital Records: May 4, 2013 to Present

Physician Practice/Urgent Care Records: July 17, 2017 to Present

1. Click on **"Your Menu"** and scroll to **"Document Center."**
2. Click on **"Requested Records."**
3. Click on the **"Send Us a Customer Service Request"** link, fill out the form and click **"Submit Request."**

For dates of service prior to these dates, please drop off, mail or fax your record requests to the Health Information Management department.



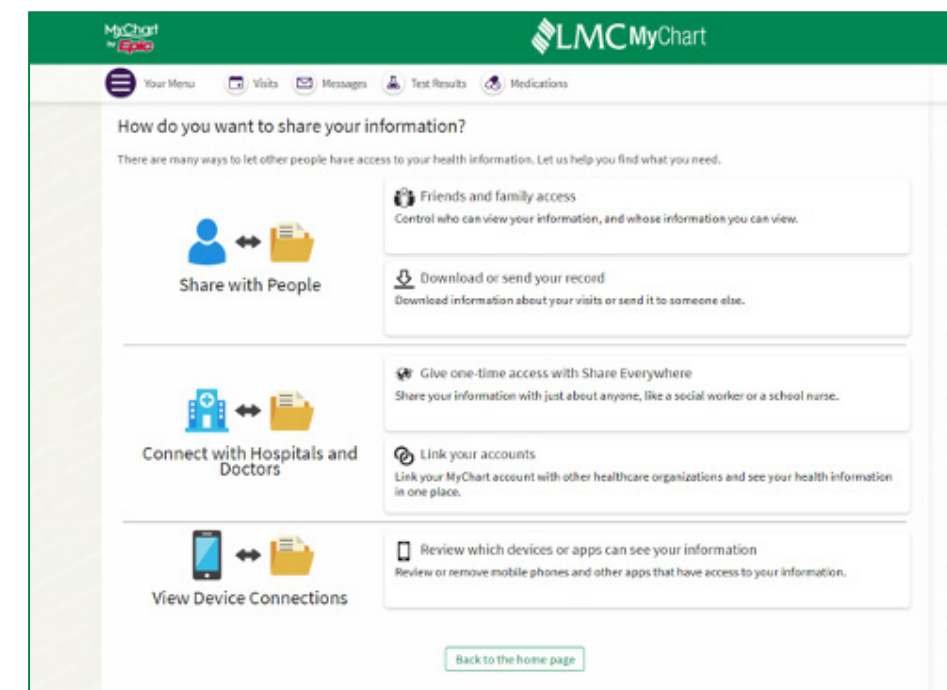
HOW TO FIND REQUESTED RECORDS THROUGH LMC MYCHART

1. Click on **"Your Menu"** and scroll to **"Document Center."**
2. Click on **"Requested Records."** Once your request has been processed, you will see a link to your records.

Requested records expire after 30 days.

HOW TO GRANT PROXY ACCESS TO YOUR RECORD IN LMC MYCHART

1. Click on **"Your Menu"** and scroll to **"Share My Record."**
2. Click on **"Friends and Family Access."** You can select **"Invite Someone"** to grant proxy access to your LMC MyChart account, or you can request proxy access to your child's record or the record of an adult if you are his or her legal guardian or have durable health care power of attorney.



If you have any questions, please call Health Information Management at (803) 791-2264.