



HOW TO REQUEST YOUR CROZER MEDICAL RECORDS

1. Go to Crozer.morganrecordsmanagement.com
2. In the upper right-hand corner of the green banner, click **"Request My Records."**
3. Scroll down to **"Request by Department"** and select **"General Medical Records."**
4. Select the state the medical practice is located in: **Pennsylvania.**
5. Select medical practice: **Crozer - General Medical Records**
6. Scroll down to **"Patient Information."**
7. Enter your **full name, date of birth, phone number, and email address.**
8. At the bottom-right, select the blue button: **"Save and Next."**
9. Select the reason for the request: *changing doctors or personal interest.*
10. Scroll down for the verification method: either your **Social Security Number (SSN)** or an image of your **Government ID.**
11. At the bottom-right, select the blue button: **"Save and Next."**
12. *Delivery Options Page:* Select **"Secure HIPAA Electronic Transfer \$0."**
13. Contact Information: **Input your email address twice.**
14. At the bottom-right, select the blue button: **"Save and Next."**
15. *On the Confirmation & Authorization Page:* review **ALL** information to ensure it's correct.
16. **Sign** your name in the white space provided with the mouse.
17. At the bottom-right, select the blue button: **"Continue."**
18. On the *Submit Your Request* page: scroll down and check the box **"Submit Request Now."**
19. At the bottom-right, select the blue button: **"Submit Request."**
20. Completed: Submission Status Box pops up, displays your ticket ID number, and directs you to a thank-you page. **Write down your ticket ID number.**

All Crozer Medical Records will be destroyed by March 2027.