

Dear Patient:

SMH and its affiliates will close on June 16, 2023. We are required to maintain the records and they will be available to patients and their healthcare providers. We want to provide information to access your medical records from any SMH site. Please use the following instructions to obtain your records.

The SMH Website (**aboutsuh.org**) contains the Authorization for Use and Disclosure of Health Information. When filling out the form please be sure to list the reason for the request and where we should send the records. Please complete this form and fax it to **(815)-664-1169** or mail it to:

SMH

Medical Records Requests

600 East First St.

Spring Valley, Illinois 61362

We are unable to accept requests over the phone or by message, but if you have a question related to your records, call **815-664-1583**. Due to volume, please expect at least 30 days to receive your records.

If you have an upcoming medical appointment, please note the date of the appointment on the Release of Information form. We will make every reasonable effort to send it to your provider before the appointment.

Our business partner, CIOX handles specific types of requests and these are subject to fees in accordance with State and Federal Laws.

For Radiology images performed at either hospital, call the Imaging Department at 815-664-1469.