

HOW TO REQUEST RADIOLOGY IMAGE COPIES USING MY **UCLA** HEALTH

To begin, open and log in to your **myUCLAhealth** application

Click on **Menu**
(located on the top left)



In the “**Search the menu**” section

Search the menu

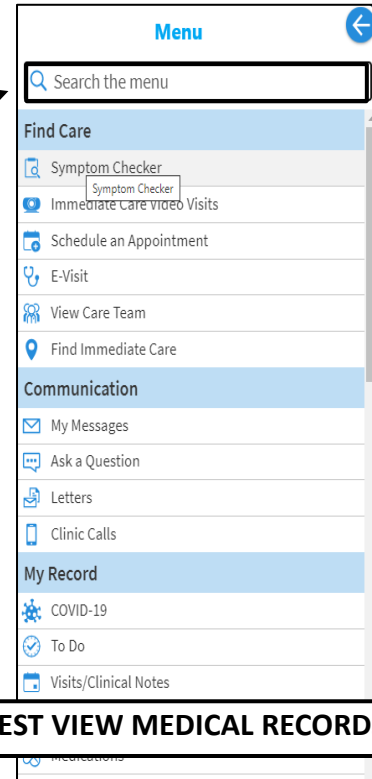
Type and enter
“**Request View Medical records**”

or

Scroll down the menu to find and
Click on
“**Request View Medical Records**”

Once the Document Center
screen opens Click on
“**Request and Amend Records**”

Click on
“**Complete the Record Request form**”



REQUEST VIEW MEDICAL RECORDS

[Request and Amend Records](#)

Amend, request, or download records, such as:
Visit and Health Summaries
Notes
Results

[Request and Amend Records](#)

If you want to request a record, please [complete the Record Request form.](#)

If you want to change the content of your medical record, please [complete the Amendment Request form.](#)

If you need instructions on how to download your medical record, [click here.](#)

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Request Formal Copy of Health Record

Request your medical record from your healthcare provider by answering a few questions.

Submit a new request for a formal copy of your health record

* Indicates a required field

*Where would you like to send this request form?

UCLA Health - Radiology Imaging

Click the dropdown arrow & select
"UCLA Health - Radiology Imaging"

*Who should we send this record to?

Me Someone else

If you select **"Someone else"** you will need to fill in the necessary information to mail your images

Select **"Me"** if the images are to be **mailed** to your home address

Where should we send this information?

* Name	Attention to
Address	Email
* Phone number	Fax number

Select date range
Enter date using format below
M / D / YEAR or **M - D - YEAR**

*What dates do you want information from?

Date range All available dates

* From	* To
<input type="text"/>	<input type="text"/>

*What information do you want included in the record?

EXAMPLE > PLEASE MAIL MRI SCANS TO: (ALWAYS INCLUDE MAILING ADDRESS)
If requesting images to be sent via email, type "Send using Life Image to (include email)"

Continue

Provide the details of the request Include:
EXAM TYPE & MAILING ADDRESS

Click Continue to send your request

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Once you click continue a page will then populate with the details of your request. Review your request on the next page and click “I agree” to confirm all is correct.

Then click “SEND REQUEST”

A CD containing your images will be mailed to the address you entered on the request and will arrive to its destination in approximately 7 to 10 days (usually less)

If you would like to pick up a CD in person , below is a list of locations to walk in and request a “same day” CD pick up.

Wait times for walk in requests may vary from location to location, CD’s can usually be made within 30 minutes depending on amount of images and/or data size of the exam(s) requested

<p>WESTWOOD 200 MEDICAL PLAZA 200 Medical Plaza Dr Suite B165-11 Los Angeles Ca 90095</p>	<p>ENCINO 15503 Ventura Blvd, Encino, CA 91436</p>
<p>SANTA MONICA UCLA MED CENTER 1250 16th St Suite 2222 Santa Monica, CA 90404</p>	<p>NORTH HOLLYWOOD 4343 Lankershim Blvd. Suite 300 & 200 North Hollywood, CA 91602</p>
<p>SANTA MONICA - WOMEN’S CENTER 1260 15th Street, Suite 111 Santa Monica, CA 90404</p>	<p>CALABASAS 26585 Agoura Rd., Suite 210 Calabasas, CA 91302</p>
<p>SANTA MONICA – BEACH IMG CTR 1919 Santa Monica Blvd, Suite 300 Santa Monica, CA 90404</p>	<p>WESTLAKE VILLAGE - WOMEN’S CTR 30700 Russell Ranch Road, Suite #110 Westlake Village, CA 91362</p>
<p>MANHATTAN BEACH 2200 N. Sepulveda Blvd Manhattan Beach, CA 90266</p>	<p>THOUSAND OAKS - HAMPSHIRE 248 Hampshire Road, Suite 100 Thousand Oaks, CA 91361</p>
<p>PALOS VERDES 501 Deep Valley Dr, 3rd & 4th Floor Rolling Hills Estates, CA 90274</p>	<p>SANTA CLARITA 27235 Tourney Rd., Suite 1500 Santa Clarita, CA 91355</p>
<p>TORRANCE 3500 Lomita Blvd, Suite 300 Torrance, CA 90505</p>	<p>TOLUCA LAKE 4323 Riverside Dr. Burbank, CA 91505</p>
<p>DOWNTOWN LA 700 West 7th Street, Suite S270-A Los Angeles, CA 90017</p>	<p>PORTER RANCH 19950 Rinaldi St., Suite 300 Porter Ranch, CA 91326</p>