

## Release of Information

Did you know that most medical forms, records, and certifications are handled through the Release of Information (ROI) Department, not in the doctor's office?

There are two ways to make your requests.

Your Medical Records, Family Medical Leave (FMLA) and State Disability Insurance (SDI) certificates can be requested through the KP Mobile App.

To submit your request, simply sign in to your KP mobile app, select the Medical Record icon in the lower right-hand corner, scroll to the bottom of the page and select "Medical Information Requests." Then follow the prompts based on your needs.

Other medical forms' completion must be requested via email or phone by contacting your local Release of Information office, examples include:

- Medical forms for school, employer, or other organization,
- Pregnancy and postpartum leave forms,
- Private disability forms, and
- Immunization records.

The contact information is available at [kp.org/requestrecords](http://kp.org/requestrecords).

Once your request is completed, you will receive an email with instructions for how to view your records, usually within 5 business days.

It's fast, secure, and easy!