

ST. MARGARET'S HOSPITAL

Medical Records Request

*Please note on April 18, 2023, the records departments for both hospitals will be closed to walk-in traffic. Please use the following instructions to obtain your records or you may download them from your MyCare Patient Portal account.

On April 11, 2023 requests for records for both facilities will be handled by CIOX. For Spring Valley Hospital or Clinic records, call 815-664-1583. For Peru Hospital or Peru Clinics call 815-780-3464 for records. When calling, leave a message and clearly provide your name, date of birth, type of records needed and a call back number. Also include where you want your records sent.

For a CD of Radiology procedures performed at either hospital, call the Imaging department in Spring Valley at 815-664-1469 to request.

Requests for continuity of care are provided at no cost. All other requests are subject to fees in accordance with State of Illinois statutes.

Please complete and sign the Authorization to Disclose Health Information form. The form may be returned to us by mailing to the correct location on the form or by faxing it to Spring Valley 815-664-1169 or Peru 815-224-6743. Please follow the instructions as indicated on the form and allow 7-10 business days for receipt of your records.