How to Submit a Release of Information (ROI) Request

1. Log on to the eTang Patient Portal (etang.berkeley.edu) and select ‘Messaging’ under Most Popular Links.

![Most popular links]

2. Click ‘New Message’ located at the top of your Secure Message Inbox.

![Secure Messages Inbox]


![More Options]

4. Select ‘Health Records release request’ and ‘Continue’.

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5. Complete the Authorization information, including the name, address, phone and fax for the organization the information will be released to and the type of disclosure:

**Authorization**
Patient hereby authorizes University Health Services to (check all that apply):

- [ ] Release Information to:
- [ ] Mutually Exchange Verbal Information with:
- [ ] Request Information from:

**Include Name, Address, Phone and Fax**
Health Organization 123 Health St. Berkeley CA 94704 510-664-4321 Fax: 510-664-4567

**Type of disclosure**
- [ ] Verbal communication
- [ ] Copies of Records (**Note - when possible, and unless otherwise requested, copies will be released electronically via USB drive**)

6. Check the record(s) that is being released.
7. Indicate the dates of treatment time period for the records being released otherwise the last two years of records will be released.

8. Indicate the Purpose of Release.

9. If requesting to release info regarding HIV/AIDS testing or Genetic Testing info, complete the ‘Specific Authorization’ section.

10. Click ‘Send’ to submit Release of Information.
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The following message will appear upon submission of request:

Your message has been sent.

Proceed