

RECORD REQUESTS

Medical • Disability • FMLA

**For all medical records requests,
contact our Medical Records Department**

Phone: **716-845-5990**

Fax: **716-845-8394**

Email: HIMMedRecReleaseofinformation@roswellpark.org

**Submit your Disability/FMLA paperwork
to the reception staff in your clinic.**

The clinic staff will forward your paperwork to the Disability Specialists. One of the specialists will get back to you within **2 business days**.

**For any questions or concerns,
please contact our Disability Team**

Patient Last Name A-L: **716-845-1623**

Patient Last Name M-Z: **716-845-5969**

Fax: **716-845-3896**

Email: HIMDisabilitySpecialists@roswellpark.org

Frequently Asked Questions

Q: How do I obtain a copy of my medical records?

A: Contact the Medical Records Department at 716-845-5990 or fax authorization forms to 716-845-8394.

Q: How long does it typically take to process my paperwork?

A: Turnaround time is approximately 10 business days.

Q: Can the Disability Office write a letter for me regarding my time off and treatment?

A: No, the Disability Office processes forms only. You can request a letter from your clinic.

Q: Can I submit my forms electronically?

A: Yes, forms can be submitted via fax, email, or through your MyRoswell Patient Portal.

Q: Who should I contact with questions about my forms?

A: You can contact the Disability Office at **716-845-1623** or **716-845-5969**.

Q: When is the Disability Office open?

A: The Disability Office is open for calls Monday-Friday from 8:00 a.m. – 4:00 p.m.



Elm & Carlton Streets, Buffalo, New York 14263
www.RoswellPark.org | 1-800-ROSWELL (1-800-767-9355)