

Digital Record Fulfillment

We will now be fulfilling **Medical and Billing Record** requests electronically via **ChartSwap**.

ChartSwap is a HIPAA compliant platform launched to facilitate electronic record exchange between providers and law firms, and other requesting parties. It's free to register and requestors can use ChartSwap to request, track, pay for and download records.

Use the following steps to submit your Record Requests:

- 1** Go to <https://www.chartswap.com/register> to register as a Record Requestor
- 2** In the ChartSwap portal, you can search for providers, enter request details, and upload supporting documents
- 3** Your request will be reviewed, and you will receive a notification once your records are available
- 4** Pay your invoice with a check, credit or debit card in the ChartSwap portal



ChartSwap Support is here to help you get started with the platform, assist with registration and training, and answer any questions about your record requests.

For assistance, contact us directly by phone at 1-855-879-7927, via email at info@chartswap.com or use our live chat available at [ChartSwap.com](https://www.chartswap.com).