Effective immediately, this organization is using the Clearpath platform to fulfill and process all legal/insurance requests for medical records (subpoenas and authorizations). Please setup a login with Clearpath here: https://prod.myclearpath.com/login

After you register for an account, a welcome email with instructions will be sent.

How do I submit a Request for records?

Login to Clearpath where you will land on the **Submit Legal Request** page. Fill out the required fields, select the documents you are requesting (Images, Medical Records, or Patient's Bill), attach your authorization or subpoena, and select **Submit Legal Request**.

Your request will be immediately sent to the Advanced Diagnostic Group custodian for processing.

How do I download records?

When your request has been fulfilled by the custodian, you will receive an email notification from Clearpath.

Images

To locate and download the images, login to Clearpath, select **Active Legal Requests**, select **All Legal Requests**, change the period to **All**, and select **Search**.

Locate the order, hover your mouse under the **Action** column to the left, and select the disc icon to **Generate ISO File**. This will send you a download link to the images.

Medical Records and Bills

To locate and download the records and bills, locate the order, hover your mouse under the **Action** column to the left, and select the down arrow icon to **Download Requested Documents**. This will download a zip file of the medical records.

Note: If you don't want a zip file of the records and would prefer to download individual PDFs, select the **Access Requested Documents** icon instead.

If you need assistance with Clearpath, please contact their support team.

support@myclearpath.com

888-757-1255