

DEPARTMENT OF RADIOLOGY

(915) 742-2273 Ext 5

Instructions on how to order a copy of your images and Instructions on how to upload your images into the WBAMC Radiology System

The Radiology Department's File Clerk is responsible with processing all requests. The file clerk can only release images that were completed at William Beaumont Army Medical Center, Mendoza Soldier Family Care Center, Soldier Family Medical Center (West Bliss), East Bliss Health Clinic, White Sands Missile Range, Raymond W. Bliss Army Health Center (Fort Huachuca, Arizona), and Holloman AFB.

We are unable to process any request that is submitted with an incomplete form or missing documents. Please allow between 24-72 business hours for requests to be completed. We are located at the main hospital, WBAMC, 1st Floor, Radiology Department. Our hours are from 6:00am to 2:30pm, Monday-Friday. Closed on weekends and federal holidays.

Examples on how to order a copy of your images on a DVD:

1. **VISIT** - Come to the main hospital, WBAMC, 1st Floor, Department of Radiology, and complete DD Form 2870, Authorization for Disclosure of Medical or Dental Information.
2. **FAX** - Fax a signed DD Form 2870, Medical Release Form. You will also need you to fax a copy of the front and back of a Government ID Card, (DOD ID Card, VA ID Card, a State issued ID Card, or a passport). Fax these documents to Department of Radiology, Attention Radiology File Clerk. Fax number is (915) 742-4911.
3. **MAIL** – Mail a DD Form 2870, Medical Release Form, along with a front and back copy of a Government ID Card to:

William Beaumont Army Medical Center
Department of Radiology
Attention: Radiology File Clerk
18511 Highlander Medics Street
Fort Bliss, TX 79918

4. **EMAIL** – Email a DD Form 2870, Medical Release Form, along with a copy of the front and back of a Government ID Card, (DOD ID Card, VA ID Card, a State issued ID Card, or a passport). usarmy.bliss.medcom-wbamc.mbx.rad-image-request@health.mil

[<mailto:usarmy.bliss.medcom-wbamc.mbx.rad-image-request@health.mil>](mailto:usarmy.bliss.medcom-wbamc.mbx.rad-image-request@health.mil)

Examples on how to upload your images into the WBAMC Radiology System:

1. **VISIT** – Come to the main hospital, WBAMC, 1st Floor, Department of Radiology, and submit a request form to upload x-rays or images into IMPAX. One of our Medical Support Assistants will assist you in completing the form.
2. **MAIL** – Mail a DD Form 2870, Medical Release Form, and mail the DVD with your images. Also, mail a front and back copy of a Government ID Card to:

William Beaumont Army Medical Center
Department of Radiology
Attention: Radiology File Clerk
18511 Highlander Medics Street
Fort Bliss, TX 79918