

Health Information Management Guide for Front Desk/Main Lobby for patients and visitors who are requesting medical records:

Effective, Monday arch 23, 2020- The HIM department will close its walk-in reception area for release of information.

- Patients/visitors who are requesting records for continuation of care purposes can have their primary care doctors fax a request on their office cover letter to our HIM department. Upon receipt of request, we will fax records directly to the doctor's office.
 - Hopewell HIM department fax number: 609-303-4093
 - Regional HIM department fax number: 609-695-5045

- Patients who are requesting records for personal reasons can obtain and print authorization forms out from online and either mail or fax requests in to our department. We will also provide authorization forms to the front desk and front desk can call HIM department to pick up any completed forms. (HW: 801-1257, RMC: 802-6007)
 - Hopewell Address:
 - Hopewell Medical Center
 - Health Information Management Department
 - One Capital Way
 - Pennington, NJ 08534 Hopewell
 - Hopewell HIM department phone number: 609-303-4085

 - Regional Address:
 - Regional Medical Center
 - Health Information Management Department
 - 750 Brunswick Avenue
 - Trenton, NJ 08638
 - Regional HIM department phone number: 609-394-4460

- Patients who are requesting copies of X-Rays/films on a CD will be directed to the Outpatient Imaging department at Hopewell and Radiology department at Regional

- Charity Care Application
 - Patients who are requesting any changes/updates to their name and/or date of birth for Charity Care application will complete all necessary forms at the Charity Care department. All requests and pertinent documents will be faxed to the HIM department to Sara Soukhaphonh's attention at 609-303-4093

 - Patients who are requesting any changes/updates to their address or employment status for Charity Care application will complete all necessary forms at the Charity Care department. All requests and pertinent documents will be faxed to the HIM department to Christina Gallegos' attention at 609-695-5045