**For research/review request, we are requiring the following documentation submit to Records Management:**

- Completed Health Records Request for Retrieval-Access to View Patient Health Records (Form # PHC – MR082)
- Approved Ethics Certificate
- PHC Institutional Approval (certificate)

**Review electronic charts**

Charts from 2006 to present are in electronic format i.e. scanned charts. Requestor needs to contact PCIS group to book a session for SCM orientation and obtain a SCM login ID. Records Management would then assist with loading of the patient list into your SCM login to review the electronic chart.

**Review paper charts**

Charts prior to 2006 are in paper format and stored at Iron Mountain. Requestor needs to give well advanced notice for Records Management team to retrieve the charts from Iron Mountain.

**Patient List**

If a patient list needs to be generated, the requestor would follow up with Decision Support to provide the information.

**Attached Document**

Please find attached fee schedule and Form PHC – MR082.