



### **Medical Records - (951) 486-5040**

Location: Lower Level

Hours: 8:00 a.m. - 4:00 p.m., Monday through Friday.

Riverside County Regional Medical Center recognizes that patients expect their personal information to be protected and used responsibly. The information gathered in the medical record is utilized for planning the care of patients, monitoring outcomes of care, and coordinating and integrating services to the patient.

The Medical Records Department maintains medical patient data in a secure manner, allowing release only to recognized entities with legal right to review the contents.

Under Public Law Accordance 104-191, if you are calling on behalf of a patient, please know that hospital staff are only allowed to discuss patient information with you upon receipt of an authorization from the patient. All forms may be picked up and dropped off at the Medical Records Public Window, located on the Lower Level (LL), Monday through Friday, from 8:00 am to 4:00 pm, or mailed to RCRMC Medical Records Department, 26520 Cactus Avenue, Moreno Valley CA 92555. Forms may also be downloaded from this website.

To view your medical records you must complete the Authorization for Patient to Access Their Medical Record and submit the form, along with a \$10 access fee, to the Medical Records Department. Once the records are ready for viewing, you will be contacted to schedule an appointment. Appointments for viewing medical records are available on Mondays and Fridays. You may obtain copies of your records at an additional cost. Records requests for patients seen in the acute mental health setting must be reviewed and approved by the physician who provided care to them, as required by law.

To obtain a copy of a birth certificate, please contact RCRMC's Labor & Delivery Department at

(951) 486-4045.

For additional information, please contact the Medical Records Department at (951) 486-5040, between the hours of 8:00 am and 4:00 pm, or view the [Frequently Asked Questions](#) .

### Medical Records Forms | PDF Documents

- Authorization for Patient to Access Their Medical Record ( [Spanish](#) | [English](#) )
- Authorization to Send Records to RCRMC ( [Spanish](#) | [English](#) )
- Authorization for RCRMC to Send Records ( [Spanish](#) | [English](#) )

Additionally, Medical Records "*Release of Information*" **completes** the following forms based on information documented in the patient's medical record:

### STATE DISABILITY

- 1st Claims
- Continuation forms
- EDD questionnaires

### DEPARTMENT OF SOCIAL SERVICES

- CA 61
- Food Stamp Forms
- General Relief
- WIC

### VPA, Inc.

- Voluntary Plan Disability Forms
- Voluntary Plan Continuation Forms

### RIVERSIDE COUTNY DA VICTIM WITNESS

- Medical Treatment Verification Forms

### FAMILY AND MEDICAL LEAVE (FMLA)

- FMLA for County Employees
- FMLA for Private Entities

### PRIVATE INSURANCE CLAIM FORMS

