



External Communication Updates MGH&FC Departmental Moves & Relocations Summer 2018

HIM/Health Information Management (Medical Records), Human Resources (HR) Development Office/MGH Foundation and Volunteer Services Departments Will Relocate This Summer!

As the plans for MGH&FC's new clinical services building (medical office building) continues to unfold this summer four departments will be relocated either at MGH or at the Gateway location before the end of the summer. The Human Resource Department will be demolished to make way for the new clinical services building. All contact information for each of the departments (phone numbers, fax numbers, emails, etc.,) will remain the same and no changes are expected. The mailing address for all departments remains unchanged, it is still PO Box 1668 Shelton, WA 98584.

Physical locations of the HIM, Human Resources, Volunteer Services, Development/MGH Foundation departments will be changing and the details are below.

Health Information Management/Medical Records:

- The Health Information Management (HIM) Department will be moving to Gateway Center, Suite 410. The Department move will be completed by **July 16, 2018**.
- **Physical Location Address:** Health Information Management Department, 2505 Olympic Highway North, Suite 410, Shelton, WA 98584
- **Operating hours:** Monday – Friday (excluding holidays) 8:00 am – 4:00 pm
- **Telephone Number:** 360-427-9587
- ****Special Note - Medical Records Requests:**
 - o We encourage patients who wish to obtain copies of their medical records to visit the walk-in location at the Gateway Center location for the most expedient services. You may also call the department at 360-427-9587 or complete a Release of Information (ROI) request form at one of the main hospital central registration desks. If you request medical records at Mason General Hospital, the request will be available for pick up at the Gateway Center location within 3 business days (excluding holidays).

Development Department & MGH Foundation:

- The Development and MGH Foundation Offices will be relocated to Suite 170 in the Gateway location, across the street from its current location. The office move will be completed by July 10, 2018.
- **Physical Location Address:** MGH Foundation/Development Office 2505 Olympic Highway North, Suite 170, Shelton, WA 98584
- **Operating Hours:** Monday – Friday (excluding holidays) 8:00 am – 4:30 pm
- **Telephone Number:** 360-427-3623



Human Resources and Volunteer Services Departments:

- **Human Resources Department Information:**
- The Human Resources and Volunteer Services departments will be moving into the space HIM currently occupies in the lower level of Mason General Hospital. HR and Volunteer Services will be relocated by **August 16, 2018**.
 - o **Physical Location Address:** 901 Mountain View Drive, Shelton WA 98584
 - o HR Department operating hours are Monday – Friday 8:00 am – 4:00 pm
 - o HR Telephone Number: 360-427-9575
- **Volunteer Services Department Information:**
 - o Volunteer Services hours of operation are Tuesday-Thursday (excluding holidays) 7:00 am – 3:30 pm, telephone number to call Tuesday – Thursday is 360-427-3621.
 - o To contact Volunteer Services on Mondays and Fridays please call the Development Office during the normal hours of operation at telephone number 360-427-3623 or send an email to foundation@masongeneral.com
 - o As a reminder, volunteer Services will be relocated by **August 16, 2018**.