



Communication Updates

MGH&FC Departmental Moves & Relocations

Move Dates - July and August 2018

HIM/Health Information Management (Medical Records) and
HR (Human Resources) Departments Will Relocate This Summer!

As the plans for MGH&FC's new medical office building continues to unfold this summer four departments will be relocated either at MGH or to the Gateway location before the end of the summer. The Human Resources 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 (Medical Records) and Human Resources 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:**
 - 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).

Human Resources Department:

- **Human Resources Department Information:**
- The Human Resources department will be moving into the lower level of Mason General Hospital. HR be relocated by **August 16, 2018**.
 - **Physical Location Address:** 901 Mountain View Drive, Shelton WA 98584
 - HR Department operating hours are Monday – Friday 8:00 am – 4:00 pm
 - HR Telephone Number: 360-427-9575