

How to Obtain Copies of Your Medical Records

Regional Medical Center retains records of the medical care you receive here in the Health Information Management Department. These records are kept in strict confidence and are not released without the written consent of the patient, except as required by law.

Regional Medical Center satisfies requests for medical records and billing for all inpatient, outpatient, and clinical services affiliated with RMC. The Release of Information Staff will be happy to assist you in obtaining your completed medical records and/or billing information upon receipt of a valid authorization. You can mail, fax or personally deliver your authorization to release health information.

Authorization Release of Protected Health Information

Print and fill the release out completely, sign it and return it to the hospital. Service fees for copies may apply.

Mail:

Regional Medical Center
Health Information Management

3000 St Matthews Road

Orangeburg, SC 29118

Fax: 803-395-4011

In Person:

Health Information Management Department – First floor – behind the Emergency Department, next to Radiology

Monday – Friday; 8am to 5pm

Questions? Call **803-395-2272**

Frequently Asked Questions

How do I obtain a copy of my medical records?

Submit a valid authorization request directly to the Health Information Management Department in person, by fax or by mail. Please bring with you or submit a copy of your picture identification with your request. Examples include driver's license, identification card, student identification or passport.

Can my medical information be read to me over the telephone?

No. Medical information is confidential, and it cannot be released over the telephone.

Is there a fee to obtain a copy of my medical record?

Fees do apply for certain situations. No fee will be charged for records copied at the request of a healthcare provider or for records sent to a healthcare provider at the request of the patient for the purpose of continuing care. However, there is a fee charged for the search and duplication of medical records for personal reasons, attorney's requests and insurance requests as outlined in South Carolina state statute, Section 44-7-130. Give us a call to discuss your situation at 803-395-2272.