

Document Management Services, Inc.

Records Management Services

Notice to all Copy Services

All Subpoenas / Authorizations to copy must be served on DMS, Inc.

This medical office is not authorized to accept service of any record request documents.

Please hand serve or mail only:

All requests for records must include \$15.00 initial search fee made out to DMS, INC

Document Management Services, Inc
527 E. Rowland Street, Suite # 212, Covina, CA 91723
M-F 9-12, 1 to 4 Closed Lunch
Office: 626-521-5828 Ext:402
Email:records4dms@gmail.com

We will handle all support questions for status via email, please allow 12 to 24 hours for response.

Once Document Management Services, Inc. has been served, you will receive copies of the records promptly without delay.

DO NOT CONTACT THIS MEDICAL FACILITY FOR STATUS OF THE RECORDS OR ESTIMATED RELEASE / DELIVERY DATE.

All contact regarding your request must be made through DMS, Inc., the Designated Custodian and Release of Information management team.

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