

RETRIEVING A FILE FROM THE PROVINCIAL RECORDS CENTRE (PRC)

Obtain a Request for Retrieval form (RC04) from healthpeiRIM@ihis.org Locate the chart on the electonic inventory to determine the RIM assigned box number as well as the PRC location. Contact RIM with any questions. Determine whether you would prefer to pick up the chart or have it sent via interoffice mail Determine whether you will reactivate and keep the chart or borrow the chart and return it to PRC Complete all applicable fields on the RC04 Send the completed RC04 (in Word format) to the PRC by email (see form for contact info)