

# **Document Management Services, Inc.**

## **Records Management Services**

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# **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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