



Iron Mountain - Request to Add New Division

The division represents a unit of the Southern Health-Santé Sud to which records of stored items are assigned. A division contains one or more departments. For example; Boundary Trails Health Centre (the division), Health Information Services (the department).

Date of Request: _____

INFORMATION (please print)

This information will be submitted to the Account Manager at Iron Mountain.

Facility Name: _____

Director: _____

Email address: _____

Office Address: _____

Postal Code: _____

Phone #: _____

Fax #: _____

Authorizing Signature: _____

Department Manager/Program Lead or Designate
