



VCU HUMAN RESOURCES EMPLOYEE HEALTH SERVICES



Employee Health Documentation Request Form

Procedure

Former employees of Virginia Commonwealth University (VCU) and the VCU Health System (VCUHS) may request a copy of their Employee Health File and/or Immunizations Record for a fee.

Following is the process:

- Complete and sign this form.
- Include a check or money order made payable to **VCU** for the fee indicated below – cash not accepted.
- Mail or deliver the completed form with payment to one of the locations listed below.

Please note: No information can be released until Employee Health Services receives this signed form with payment.

Check *only one* item below:

Charge

- | | |
|---|------|
| <input type="checkbox"/> Immunization Records | \$30 |
| <input type="checkbox"/> Entire Health File (includes Immunization Records) | \$40 |

Please print or type	How would you like to receive the information?
	<i>NOTE: Requested material will be available approximately 15 workdays after Employee Health Services receives this completed form with payment.</i>
	<input type="checkbox"/> Fax to: _____ <input type="checkbox"/> Mail to: _____ _____ _____
	<input type="checkbox"/> I will pick up the records at Employee Health Services
	Name _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Last First MI </div> Date of Birth _____ Home Phone (____) _____ Work Phone (____) _____

Signature _____ **Date** _____

VCU EMPLOYEE HEALTH SERVICES

Mailing Address: P. O. 980134
Richmond, VA 23298-0134

Street Address: MCV Campus
[West Hospital](#), Room 120
1200 East Broad Street