

Employee Health Services

Employee Health Documentation Request Form

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. No information can be released until Employee Health Services receives this signed form with payment. Requested material will be available approximately 15 workdays after Employee Health Services receives this completed form with payment.

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

- Immunization Records (\$30 Charge)
- Entire Health File (includes Immunization Records) (\$40 Charge)

How would you like to receive the information?

- Fax to:
- Mail to:
- I will pick up the records at Employee Health Services

Name (last, first, middle): _____ **Phone:** _____

Signature: _____

Date: _____