

SWVMHI MICROFILM RECORDS

SWVMHI no longer have older records at our facility. These records could be on microfilm at The Library of Virginia (LOV) in Richmond, VA. The Library of Virginia charges \$3.00 per page for copies of microfilmed records. Note: there is no way for the LOV to estimate charges for these records until the microfilm reel is pulled and the pages are counted. The LOV will send you an invoice for the requested records. Pre-payment is required prior to these records being released to you.

SWVMHI will send you, free of charge, a summary of information from the Admission Register which will include: patient's name, county of residence at the time of admission and admission and discharge dates. If available, we will also include the patient's occupation, marital status, reason for admission and cause of death (if applicable).

As required by state law, you must complete an authorization which gives us and Library of Virginia permission to release this information.

The average turn-around-time for records to be processed by LOV is 4 to 6 weeks **after payment has been received.**

Place an X next to the information you are requesting:

_____ Free summary to include the information listed above.

_____ Microfilm Records from the Library of Virginia (cost of the records listed above).
By checking this box you are agreeing to pay for these records.

If you wish to have both the summary and microfilmed record: place a check on both lines.

Patient Name: _____

Please return this form with the completed authorization to:

Southwestern Virginia Mental Health Institute
340 Bagley Circle
Marion, VA 24354
ATTN: Health Information Management Department