

## **MICROFILM RECORDS**

We no longer have the records at our facility, but they might be on microfilm at The Library of Virginia in Richmond, VA. I can forward your request to The Library of Virginia, but I need to first make you aware of a few things. The Library of Virginia does charge for copies of microfilmed records, and you would be required to prepay before records are released. The Library of Virginia charges \$0.50 per page. Unfortunately, there is no way to estimate charges as The Library of Virginia pulls the microfilm reel and prints all copies from the reel.

I can offer you free of charge a summary of information from the Admission Register which we still have at our facility. This information is limited but would include patient's name, county of residence at the time of admission and admission and discharge dates. Also, sometimes included but not always are occupation, marital status, reason for admission and cause of death, if applicable.

**As required by state law, I will need to get an authorization from you which gives me permission to release this information. That authorization is attached.**

The average turn-around-time for records to be processed at The Library of Virginia is 1-1/2 to 2 weeks. Once I get the records from The Library of Virginia, I will send you a prepayment billing statement. Once payment is received, I will then forward the records to you.

**Please let me know if you would like the free summary or if you want the microfilmed records by checking one of the following boxes. If you wish to have both the free summary and the microfilm records then check both boxes.**

\_\_\_\_\_ **Free Summary from the Admission Register**

\_\_\_\_\_ **Microfilm Records from the Library of Virginia (Please see above about the cost of the records). By checking this box you are agreeing to pay for these records.**

**Patient Name:** \_\_\_\_\_

**Please return this form with the completed authorization to:**

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