

WSSU WELLNESS CENTER/STUDENT HEALTH SERVICES
Medical Record Retrieval Fees

A. H. Ray Building, Room 244
 601 Martin L. King Jr. Drive
 Winston-Salem, NC 27110
 Office (336) 750-3301 Fax (336) 750-3303

Date ___/___/_____

Dear Cashier, the medical records requested by _____,
(Print Requestor's Name)

Active Banner number (if applicable) _____ are retrievable as verified
(Banner Number)

by _____ of the Student Health Service (SHS).
(Staff Initials)

Requestor's Status:

Current Student <input type="checkbox"/>	Former Student <input type="checkbox"/>	Faculty/Staff <input type="checkbox"/>
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Please accept cash payment or charge to student's billing account for the amount(s) marked.

Immunizations Only	Free <input type="checkbox"/>
Records (5 pages or less)	\$ 5.00 <input type="checkbox"/>
Records (6 pages or more)	\$15.00 <input type="checkbox"/>
Currently enrolled and former students (w/ records stored at COR365)	\$15.00 <input type="checkbox"/>
Total Charge	\$

Anyone requesting copies of medical records are required present this form to the Cashier's office in order to pre-pay for records then, bring the receipt back to SHS to fulfill their request.

Note: Turnaround time for records stored off site is one week.