**MEDICAL SCHOOL DEGREES**
Virginia Commonwealth University School of Medicine  
aka Medical College of Virginia  
Dean’s/Registrar’s Office  
P.O. Box 980565  
Richmond, VA 23298-0565  
Telephone: (804) 828-9793  
Fax: (804) 828-5115  

**Note:** Doctor of Medicine only and transcripts, no PhD.  
Attn: Marlene Tweedy  
marlene.tweedy@vcuhealth.org

**MEDICAL STUDENTS**
VCU School of Medicine  
Attn: Heather Davison  
heather.davison@vcuhealth.org

**INOA CAMPUS – VCU SCHOOL OF MEDICINE**
Inova Fairfax Hospital  
3300 Gallows Road  
Falls Church, VA 22042-3300  
Telephone: (703) 776-6699  
Fax: (703) 776-2114  
Attn: vcumedinfo@inova.org

**GRADUATE DEGREES**
(not related to Dental or Medical Degrees)

**USE NATIONAL STUDENT CLEARING HOUSE**
Virginia Commonwealth University  
Office of Records and Registration  
P.O. Box 842520  
Richmond, VA 23298  
Telephone (804) 828-1349  
Fax: (804) 828-8121  
Customer Service Representative

**DENTAL SCHOOL DEGREES & FACULTY VERIFICATIONS**
Virginia Commonwealth University School of Dentistry  
Dean’s Office  
P.O. Box 980566  
Richmond, VA 23298-0566  
Telephone: (804) 828-9184  
Fax: (804) 828-6072

**GRADUATE MEDICAL EDUCATION (GME)**  
(Housestaff: Post Graduate training for interns, residents, and fellows)
Virginia Commonwealth University Medical Center  
Graduate Medical Education, Administration  
P.O. Box 980257  
Richmond, VA 23298-0257  
Telephone: (804) 828-5653  
Fax: (804) 628-1373

**Note:** GME verifies dates only [no verbal verifications] Any verification request requiring an evaluation send directly to the appropriate program coordinator for verification.  
Program Coordinator contact information:  
http://www.medschool.vcu.edu/gme/applicant/programs/index.html  
Attn: Jean R. Hill-Atkins  
gmeadmin@vcuhealth.org

**FAMILY PRACTICE VERIFICATION**
(Housestaff: Post Graduate training for residents)
Virginia Commonwealth University Medical Center  
Family Practice Residency Program  
One Cap Square6, 830 East Main Street  
PO Box 980101  
Richmond, VA 23298-0101  
Telephone: (804) 628-0180  
Fax: (804) 628-3919  
Attn: Dana E. Rajczewski  
Dana.rajczewski@vcuhealth.org

**RADIOLOGY [MUSCULOSKELETAL, Breast, MR, Abdominal, Women’s, and Thoracic Imaging]**
[Fellowships completed in Radiology]
VCUHS - Radiology Program  
P.O. Box 980470  
Richmond, VA 23298-0470  
Telephone: 804-828-6600  
Fax: 804-828-6129  
**NOTE:** Graduate Medical Education Administration does not process these verification requests.  
Attn: Carolyn Lee

**HOSPITAL CLINICAL PRIVILEGES**
(includes doctors holding hospital privilege; Medical Staff, NOT Housestaff)  
[For: MDs, ODs, DDS, Pas, NPs, CNMs, DPMs, ODs, CRNAs]
Virginia Commonwealth University Health System/MCV Hospital & Physicians  
MCV Department of Clinical Activities [Medical Staff Services]  
Main Hospital, 1-214  
1250 E. Marshall St.  
P.O. Box 980510  
Richmond, VA 23298-0510  
Telephone: (804) 828-9707 or (804) 828-8304  
Fax: (804) 827-4998  
Attn: Evelyn C. Houchens - (804) 828-8707  
mssdb@mcvh-vcu.edu

---

**Updated 09/22/2016**
<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PHARMACY DEGREES</strong></td>
<td>Telephone: 804-828-9800</td>
</tr>
</tbody>
</table>
| **PSYCHOLOGY TRAINING**                        | Virginia Commonwealth University  
MCV Department of Psychiatry  
P.O. Box 980710  
Richmond, VA 23298-0710  
804 828-1453 phone  
804 828-1472 fax  
Attn: Kim Bertram |
| **RN EMPLOYMENT & HOSPITAL STAFF EMPLOYMENT**  |                                                                                      |
| HR/Dept/Transactions [HR Employment Verifications] |                                                                                      |
| MCVP & MCVH/VCUHS                              | P.O. Box 980066  
Employment Verification Line: (804) 628-0050  
Telephone: (804) 628-3244  
Fax: (804) 628-0014 |
| **NURSE ANESTHESIA PROGRAM**                  | VCU School of Nurse Anesthesia  
Michael Fallacaro, MD, Program Director  
Post Office Box 980226  
Telephone: (804) 828-6726  
Fax: (804) 828-0581  
Attn: Margie Goodwin (804) 828-7948 |
| **NURSING DEGREES & GRADUATE NURSING DEGREES**| National Student Clearing House - [see web address above].  
VCU School of Nursing  
Enrollment/Student Services  
P.O. Box 980567  
Telephone: (804) 828-5171  
Fax: (804) 828-1839  
Note: Any request for nursing graduates is processed via the National Student Clearinghouse [see web address above].  
Attn: Ann Setien  
Attn: Fran Hamilton 828-9788 |
| **MALPRACTICE HISTORY & CERTIFICATE OF INSURANCE** | VCU Health System Department of Professional Liability  
P.O. Box 980521  
Telephone: (804) 648-5200  
Fax: (804) 783-6012  
Attn: Christine Tomes  
christine.tomes@vcuhealth.org |
| **FACULTY MEMBERS VERIFICATIONS** (Medicine Only) | Virginia Commonwealth University School of Medicine  
Dean’s Office  
P.O. Box 980565  
Richmond, VA 23298-0565  
Telephone: (804) 828-5106  
Fax: (804) 828-6011  
Attn: Ann Setien  
Attn: Fran Hamilton 828-9788 |
| **CLAIMS HISTORY PRIOR TO 7/1/98**              | Commonwealth of Virginia  
Department of Treasury  
Division of Risk Management  
Monroe Building, 6th Floor  
101 North 14th Street  
Richmond, VA 23219  
Telephone: (804) 786-7146  
Fax: (804) 371-8400  
Attn: Kay Hunt |
| **CLINICAL PRACTICE EMPLOYMENT**               | MCV Physicians – Payroll  
P.O. Box 980132  
Telephone: (804) 828-9795  
Fax: (804) 828-5244  
Attn: Linda Glass |
| **PHYSICIAN ASSISTANT VERIFICATIONS**          | PO Box 843075  
Richmond, VA 23298  
Attn: Alan Brough |
| **PHYSICAL THERAPY VERIFICATION**              | School of Allied Health Professions  
1200 East Broad St., W1E  
P.O. Box 980233  
Richmond, VA 23298-0233  
Telephone: 804-828-7147  
Fax: 804-828-8656 |

**Updated 09/22/2016**