



# Employee Health Services (EHS) Appointment Instructions

## HOURS OF OPERATION:

**Monday – Friday 8:00 AM – 4:30 PM**

**Closed on weekends and county-approved holidays.**

**To expedite scheduling, please call  
(804) 501-1600 for an appointment.**

- If you are unable to call during regular business hours, please leave a message including your name, phone number, department, and a brief message for a return call.
- If unable to call, and need to reschedule your appointment due to shift changes, please e-mail [rea026@henrico.us](mailto:rea026@henrico.us) or [perehs@henrico.us](mailto:perehs@henrico.us) and include: contact information, department and nature of appointment providing up to five (5) business dates you would be available for an appointment/rescheduling.
- So that we may facilitate your needs, please call prior to visiting so we can confirm the availability to avoid long wait times.
- Most importantly, if you have a scheduled appointment and are unable to attend, please call to cancel or reschedule so that we are able to open reservations for other appointments.

## General Information, Medical Record Requests

501-1600

[rea026@henrico.us](mailto:rea026@henrico.us)

[perehs@henrico.us](mailto:perehs@henrico.us)

## Hepatitis B Vaccination Information

501-1601

[jon219@henrico.us](mailto:jon219@henrico.us)

[perehs@henrico.us](mailto:perehs@henrico.us)

## Drug and Alcohol Testing Information

501-1600

[rea026@henrico.us](mailto:rea026@henrico.us)

[war043@henrico.us](mailto:war043@henrico.us)



HENRICO COUNTY  
**HUMAN RESOURCES**  
Engage • Educate • Empower



504-501-1600



[perehs@henrico.us](mailto:perehs@henrico.us)



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Henrico, VA 23228



[henrico.us/hr](http://henrico.us/hr)