



Charges for Medical Records

1. All requests for medical records are handled per the recommendations and guidelines of the Idaho Medical Association. We ask 10-15 business days to process requests for medical records, letters, and forms. If needed sooner, an additional fee of \$10 will be added for less than 10 day processing requests.
2. An authorization to release medical records must be signed by an authorized person (parent, legal guardian, or self-if 18 years or older) in order to release information from a patient's medical file.
3. Parents requesting to hand carry records from our office will be required to show identification.
4. Fees are as follows:

a. Medical Records

- i. 1-10 pages = Free
- ii. 11-49 pages = \$5.00
- iii. 50 pages + = \$0.10 per page
- iv. CD/Electronic versions = \$6.50 Flat Rate

b. Letters

- i. Letter from Provider = \$25.00 per patient per letter
- ii. Narrative Report (in lieu of records) = \$50.00 minimum

c. Forms

FMLA	\$25.00
Other Forms ➤ Housing Accommodation (pets) ➤ Missionary ➤ Miscellaneous Forms not listed	\$10.00 for each request
No-Charge Forms ➤ Sports/Camp/Scout Physical ➤ Dept. of Transportation (handicap, driver's license, etc.) ➤ Computer Generated ➤ Disability Services	Free

d. Other Charges

- i. Priority handling (Less than 10 days processing) = \$10.00
- ii. Photos = \$7.50 per page
- iii. Postage will be charged when applicable

5. Records destined for another medical office will be mailed as soon as possible to continue quality medical care. This service is provided without charge. All other requests will be mailed promptly upon receipt of payment.
6. If records do not reach their destination in time, patients are encouraged to have the consulting physician and or new medical provider contact our office for a telephone consult of the records.