



Charges for Medical Records

1. All requests for medical records are handled per the recommendations and guidelines of the Idaho Medical Association. We ask 5-7 business days to process requests for medical records, letters, and forms. If needed sooner, an additional fee of \$10 will be added.
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 = \$6.50

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 <ul style="list-style-type: none"> ➤ Housing Accommodation (pets) ➤ Missionary ➤ Miscellaneous Forms not listed 	\$5.00 for each request
No-Charge Forms <ul style="list-style-type: none"> ➤ 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 7 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.