MEDICAL RECORDS COPY INFORMATION

In order for Geneva Family Practice to release copies of patient medical records, we are required to obtain a written authorization signed by the patient (or legal representative). To request a copy of medical records, you may use our standard authorization form or provide a signed request in writing. Your request must include the patient’s name, date of birth, directions for forwarding the copies, and the necessary signature(s).

The cost for providing copies is $20 per patient record**

Record request for multiple family members will be charged as follows:

- Initial record - $20
- Each additional - $5

**Upon receipt of your payment, we will begin processing your request. Record requests are generally completed within 10 – 14 days. Once the records are available, you may pick them up at our office during regular business hours or they can be sent by First Class Mail.