

# **GFP**

## **GENEVA FAMILY PRACTICE**

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### **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.*