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Dear People:

Thank you for your recent inquiry for medical records regarding one of our clients. We are eager to serve you, however, first you need to follow our records copying policy. Please find that below and provide the necessary reimbursement to the above address. Thank you.

POLICY REGARDING COPYING MEDICAL RECORDS

- 1) Our charges comply with the guidelines stated in Nebraska Sate Law: L.B. 17.
- 2) Our normal procedure is to send the records out within ten (10) business days of receipt of payment-in-full.
- 3) We charge .50¢ per copy, per side, per page.
- 4) We also charge an additional \$20.00 handling fee.
- 5) If you would prefer a report, our charges for reports are as follows:
(1) for a short report \$130.00; (2) for a long report \$260.00.
- 6) All fees for record copying and or reports are to be paid-in-full, in advance. Thank you.
- 7) We normally send the records by USPS first class mail with delivery confirmation.
- 8) If you require rush delivery, there is an additional \$10.00 handling fee for USPS Priority Mail.
- 9) If your require even faster delivery, there is an additional \$35.00 charge for USPS Express Mail.
- 10) If you require rush copying services, there is an additional \$25.00 charge. Rush service is defined as sending out the records within three (3) to five (5) business days of receipt of payment-in-full.
- 11) A proper and complete release of information must be included with payment. Please have minors sign along with parent and-or guardian and a witness. Thank you.

The charges for record copying, handling, and mailing based on the page count and normal speed and delivery for the record you requested are:

Thank you again for your patience.