

**NORTHWEST SUBURBAN UROLOGY ASSOCIATES, S.C.**  
 810 BIESTERFIELD ROAD, SUITE 303  
 ELK GROVE VILLAGE, IL 60007  
 (847) 593-0404

Dear Patient:

We are happy to honor your request for copies of your medical records. We strive to provide this service as quickly as possible, but depending on the volume of requests we have pending, the process of preparing your records can take up to five business days. In addition, if your records must be retrieved from off-site storage, your request may take longer to fulfill. Please be aware that urgent requests will necessarily take precedence over routine requests and will be processed preferentially.

Our office will generally charge a fee for this service. This is due, in large part, to the increasing number of requests for copies of medical records received on a daily basis and the business expense associated with the investigation, retrieval, copying, and mailing of those records. Requests for records vary in nature, but usually fall into two general categories:

<b>Column 1</b>	<b>Column 2</b>
<b><u>Routine/Administrative</u></b>	<b><u>Continuing Care</u></b>
<ul style="list-style-type: none"> <li>• Moving/relocation out of area</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to other medical specialists</li> </ul>
<ul style="list-style-type: none"> <li>• Health/life/disability insurance applications</li> </ul>	<ul style="list-style-type: none"> <li>• Second opinions regarding recommended treatment options</li> </ul>
<ul style="list-style-type: none"> <li>• Health insurance changes</li> </ul>	
<ul style="list-style-type: none"> <li>• Legal issues</li> </ul>	
<ul style="list-style-type: none"> <li>• Personal record keeping</li> </ul>	

Under most circumstances, there will not be a charge for one complete set of records necessary for your continuing medical care, like those outlined in column two.

There will be a charge for copies of medical records for routine or administrative purposes, like those outlined in column one.

The Illinois General Assembly has considered reasonable fees that health care providers may charge for this service and came to a conclusion in the form of Senate Bill 721, which went into effect on September 1, 2001. These fees are updated annually.

Under current law, hospitals and physicians are limited to a \$20.86 handling charge plus 78 cents per page for the first 25 pages, 52 cents for pages 26 - 50 and 26 cents for each page in excess of 50.

If you have any questions, or need clarification, please do not hesitate to ask us. Thank you for your understanding.