



THE UNIVERSITY OF CHICAGO MEDICINE Comer Children's

Pediatric EEG Department
University of Chicago Medicine
Office: 773-834-3665

Fax: 773-834-0830

Request for EEG Recording – FAQ's

Can I get a copy of my child's EEG recording?

- ✚ Yes, you may contact the Pediatric EEG Department and request a copy of your child's EEG. All EEG recordings are downloaded onto a DVD with a special program that allows the EEG to be opened and reviewed. EEG files are very large files. It will take up to 3-7 business days to process your request.
- ✚ There is a fee of \$10.00 per DVD. For example
 - ❖ Routine EEG recordings:
A maximum of 5 routine EEG's may be downloaded onto a single DVD
 - ❖ 24-hour Long Term Monitoring Video EEG recordings:
Approximate cost is \$10.00 per day - i.e. if your child was recorded for 3 days, the maximum cost would be \$30.00. We will work to ensure the lowest cost to you
- ✚ Please note: **The EEG Report must be requested through Medical Records**

What do I need to get a copy of my child's EEG recording?

- ✚ Your child's name and date of birth
- ✚ A signed copy of the Medical Release of Information form
- ✚ The date(s) of service for your child's EEG if you know them
- ✚ Your name, phone number and relationship to child
- ✚ All fees must be paid in full

Where do I get the Medical Release of Information form to sign?

- ✚ You may ask your EEG technician to give you a form, sign it and return it to your EEG technician
- ✚ You may visit the Medical Records Department and sign the Medical Release of Information. A copy must be faxed to the Pediatric EEG Department at 773-834-0830
- ✚ You may call the Pediatric EEG Department at 773-834-3665 and have the form faxed to you. Please fax the signed form to 773-834-0830

How can I pay for my child's EEG?

- ✚ You may pay with cash, check or money order. We can not accept credit card payments at this time. Make all checks and money orders must be made payable to:
University of Chicago Medicine
On the Memo line write: EEG on DVD
- ✚ You may pay in person at Comer Children's at 5721 S Maryland Ave in Room K-553. Please call the EEG Department at 773-834-3665 to let us know you are coming.
- ✚ You may mail your payment to:
University of Chicago Medicine
5721 S Maryland Ave. / Room K-115
Chicago, IL 60637
Attention: Diep Truong

How will the copy of my child's EEG be delivered?

- ✚ If you choose, you may pick up your child's EEG at Comer Children's at 5721 S Maryland Ave. You will need to call the EEG Department at 773-834-3665 when you are ready to pick up your child's EEG. Bring your ID
- ✚ If you choose, we can mail your child's EEG directly to you via USPS at standard rates. Please provide us with your correct name, address, city, state and zip code



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- ✚ If you choose, we can mail your child's EEG to the consulting physician via USPS at standard rates. Please provide us with the correct name, address, city, state and zip code

What if I have other questions? Who should I contact?

- ✚ If you have further questions, please contact the Pediatric EEG Department at the University of Chicago Medicine 773-834-3665 8:00am – 4:00pm Monday thru Friday