

Suggested Notice of Medical Records Pricing

GENERAL INFORMATION

In keeping with the Office for Civil Rights Guidance our practice is posting the following fees for Access Requests by patients. Requests for medical records through valid Authorizations are based on the state approved rates.

POSTING OF FEE SCHEDULE FOR MEDICAL RECORDS ACCESS REQUESTS

If your office charges for medical records, HIPAA requires your office to post these charges and notify patients requesting records of the charges.

The Privacy Rule permits only reasonable, cost-based fees including labor for copying, supplies, postage, and preparation of a summary if requested. Labor may not include verification, searching, retrieval, maintaining systems, or infrastructure costs.

DO NOT ALLOW COPY SERVICES TO CHARGE MORE THAN THE ALLOWED RATES.

Suggested Notice of Pricing for Medical Records

Paper Copies:

- 1–25 pages: \$1 per page.
- Over 25 pages: \$0.25/page plus allowable labor. Estimates available.

Electronic Records:

- CD: \$6.50 (may not be available all the time)

If these charges create a financial hardship, please notify our office.

Our practice uses average costing for labor. Patients' CD or thumb drives are not accepted for security reasons.