

SUBJECT: FEES FOR COPYING MEDICAL RECORDS

EFFECTIVE
DATE: 04-20-11 (replaces 05-18-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail Community Service Board to impose reasonable cost-based fees for the cost of copying and posting medical records. The agency utilizes the fee schedule from O.C.G.A. 31-33-3 and guidelines from The Privacy Rule to establish fees. McIntosh Trail CSB will not charge the federal or state governments which includes records requested in order to make or complete an application for a disability benefits program, applicable accreditation bodies, external review organizations, or third-party payor for the copying of medical records.

PROCEDURE

The authorized site/program maintaining the medical record at the time of the request is responsible for copying, charging and collecting the applicable fees. The requestor of the consumer's records shall be responsible for the actual cost of collecting, copying, certifying (if required), and mailing of the consumer's record. Proper authorization from the consumer as required by applicable laws must be obtained and organizational procedures for requesting medical records must be followed. Once the procedural requirements for records requests are met, the following fee schedule may apply:

Requestor	Fee	Per Page Fee	Legal Reference
Social Security Admin (State)	None	None	When requested directly from the State
Social Security (Attorney) for other than making or completing an APPLICATION for a disability benefits program.	Refer to per page fee	\$.75 (pp. 1-20) \$.65 (pp. 21-100) \$.50 (pp. over 100)	O.C.G.A. 31-33-3; 31-33-4: Office of Planning and Budget
Workers Comp. (State)	None	None	When requested directly from the state.
Workers Comp. (Attorney or approved by insurance company)	\$30.00 minimum up to 150 pages plus postage	\$.20 (over 150 pages) plus postage	GA State Board of Workers Compensation
Copy costs for records in paper form only	Refer to per page fee	\$.75 (pp. 1-20) \$.65 (pp. 21-100) \$.50 (pp. over 100)	O.C.G.A. 31-33-3; Office of Planning and Budget

MCINTOSH TRAIL
COMMUNITY SERVICE BOARD

POLICY NO. 1107
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In addition to the per page fee, a fee of \$20.00 will be collected for the cost of labor related to compliance with the request. All copies from this agency provided to the requestor are to be considered official copies. A fee of \$7.50 may be charged for documentation formally designating the copies as certified. The actual cost of postage for mailing the requested medical record may also be charged.