

SUBJECT: FEES FOR COPYING MEDICAL RECORDS

EFFECTIVE  
DATE: 05-18-10 (replaces 11-17-04)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
\_\_\_\_\_

Executive Director

POLICY

It is the policy of McIntosh Trail Community Service Board to assess a fee for requests for copies of medical records. Therefore, the agency utilizes the fee schedule from O.C.G.A. 31-33-3 to establish reasonable cost for copying services. **However, it should be understood that with regards to the state's statute O.C.G.A. 31-33-4, the agency is not obligated to the provisions of chapter 33 (health records).** McIntosh Trail CSB will not charge the federal or state governments, applicable accreditation bodies, external review organizations, or third-party payors 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)	Refer to per page fee	\$.97 (pp. 1-20) \$.83 (pp. 21-100) \$.66 (pp. over 100)	O.C.G.A. 31-33-3 and the OPB memo dated 06/30/2009
Workers Comp. (State)	None	None	GA Workers Comp. Summary (dtd Apr 09)
Workers Comp. (Attorney or approved by insurance company)	\$25.00 minimum first 125 pp	\$.20 (over 125 pp)	GA Workers Comp. Summary (dtd Apr 09)
Copy costs for records in paper form only	Refer to per page fee	\$.97 (pp. 1-20) \$.83 (pp. 21-100) \$.66 (pp. over 100)	O.C.G.A. 31-33-3 and the OPB memo dated 06/30/2009

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In addition to the copying fee, a fee of \$25.88 will be collected for search, retrieval, and other direct administrative costs related to compliance with the request. All copies from this agency provided to the requestor is to be considered an official copy. However, a fee of \$9.70 may be charged for stamping "Certified" on the requested copies of the medical record. The actual cost of postage for mailing the requested medical record may also be charged.

The agency prohibits the use of copies of original documentation to reproduce upon requests. The agency will not provide copies of consumer's information that this agency did not originate. If such information is thought to be needful for the requestor then the site should provide the name and address of the organization which the requestor may submit a request.

Each site will maintain an official log that will document at a minimum the receipt date of the request for copies, list who is making the request, whose information is being requested (consumer), provide reason given for request, how many pages total were copied, list the address where the copies were mailed, date of mailing, and the initials of the person making the copies.