





**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 5008	Charging for Copies of Medical Records
Origination Date: February 1998	
Revision Date: December 2003; February 11, 2006; December 11, 2006; May 5, 2008; May 4, 2009; October 12, 2011, February 25, 2013, January 28, 2015, October 13, 2016	
Reviewed Date: July 2004; February 2005; May 9, 2007; April 22, 2010	
Approved:	
 _____ Jamie Allison, Chief Quality Officer	 _____ Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to charge for requested copies of a client's medical record.

PROCEDURE:

1. A majority of our requests for copies of records are now handled by an outside records firm, HIM Quality Solutions, Inc. (HIM). Minimal in house processing of requests occurs; but, may happen on a case by case basis. The charges for copies are assessed by HIM. Please see Attachment A for HIM's current fee schedule.
2. Any questions regarding charges for copying medical records should be referred to the Chief Quality Officer/Director of Medical Records or the Medical Records Coordinator

* For a client to receive a copy of his/her medical records, approval must first be obtained from the Psychiatrist, Psychologist, Licensed Clinical Social Worker, Clinical Nurse Specialist-mental health, Licensed Marriage and Family Therapist, Licensed Professional Counselor or any supervises/trainee being supervised by a licensed clinician aforementioned who wrote the note, to allow them to review per HIPAA guidelines. If it is determined a client cannot be given their notes directly, alternative arrangements may be determined (see Policy 1009).



Fee Schedule Exhibit II

HIM Quality Solutions, Inc. will comply with state and federal laws and managed care contracts As they apply to fees that may be charged for photocopies of a patient’s medical record.

Attorneys, Insurance Companies, and Patients

Retrieval Fee	\$25.88
Pages 1-20	\$0.97 per page
Pages 21 – 100	\$0.83 per page
Pages 101 – 9999	\$0.66
* Certification Fee	\$9.70

* These fees are in compliance with OCGA 31-32-2 and will be adjusted annually in accordance with the medical component of the consumer price index. The Office of Planning and Budget shall be responsible for calculating this annual adjustment, which will become effective on July 1 of each year.

* Patients are not charged a Retrieval Fee per HIPAA.

* Patients will not be charged for copies of medical records when they are being forwarded to a physician’s office for continuing care purposes.

* Certification Fee will be charged only when applicable.

Disability Determinations

Processing Fee is determined by each state.

Peer Review Organizations/RAC

Photocopy Fee	Pages 1 – 99999	\$0.12
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Continuing Care, Medicare/Medicaid and Blue Cross, Managed Care

Processing Fee	No Charge to the requestor
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** **Cobb Douglas Community Services Board** may retain the right to waive copy fees when deemed necessary.