

## **Medical Records Duplication Fee Policy**

AFFM routinely charges a fee to cover the duplication expenses involved in the transfer of records outside the system. The fees presented in this policy will be evaluated annually by the Physician Executive to ensure that they are reasonable and based on the Practice's cost. The fee can only include the cost of:

1. Copying, including the cost of supplies and labor;
2. Postage, when the individual has requested the copy be mailed; and
3. Preparing an explanation or summary, if agreed to by the individual.

It is critical that charges be handled in a standard manner throughout the system, including the billing of the requesting party directly, who is responsible for the payment of such fees.

Note: Patients may request that their medical records be transferred to another physician or a third party. That request will be honored only after a signed Release of Information form is completed at the Practice. (See related policy.)

Information that can be released is work status, x-rays and lab reports. Consultant reports or physician notes are not to be released unless explicitly authorized by the physician. If a summary report is required, there is a \$35 fee for preparation of this report.

### **Request to Transfer Medical Records to another Physician within the Practice**

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1. A signed medical release form must be submitted before the transfer will be made.
2. Upon receipt of the signed release, a copy of the patient's medical records will be sent to the designated physician within the practice.
3. There is no charge for this duplication.

### **Request to Transfer Medical Records to another Physician outside the Practice**

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1. Obtain a signed medical release form.
2. Copy the patient's medical records.
3. Complete an encounter form and charge slip. Charges are \$10 for the first ten (or fewer) pages, plus \$0.25 per each page thereafter. The charges are not to exceed \$25 for an individual chart or \$30 for a family's charts. This is a courtesy discount applicable to families only.