

## PHOTOCOPYING CHARGES FOR MEDICAL RECORDS

**TO OUR PATIENTS:**

Federal law (§164.524(c)(4)(i)) permits healthcare providers to charge reasonable cost-based fees for photocopying of medical records. This includes the cost of supplies, labor and postage fees (if mailed). Federal law does not permit the charging of retrieval fees to the individual patient. Retrieval fees are allowed for all other requestors.

New Hampshire state law (RSA 151:21,X and RSA 332-I:1,i) places a maximum cap of \$0.50 cents per page plus postage with an allowable charge of \$15 for the first 30 pages. Charges must be at a reasonable cost if records are stored on photos or videotape.

Littleton Regional Healthcare will not charge a retrieval fee to the patient and will charge a maximum of \$0.50 cents per page plus postage for EMR (electronic medical record) or paper records or \$0.75 cents per page plus postage for records stored as "photo/film." A copy of our fee schedule is listed below for your convenience.

CHECKS ACCEPTED ONLY made payable to Littleton Regional Healthcare.

We are SORRY, as we cannot accept CASH

REQUESTOR	EMR or PAPER RECORDS
Patient	\$0.50 per page plus postage
Attorney	\$15 for first 30 pages, \$0.50 per page thereafter plus postage
Insurance Company	\$15 for first 30 pages, \$0.50 per page thereafter plus postage
Billing Office (Internal)	No Charge
Healthcare Provider (physician)	No Charge
3-Day Meaningful Use/CD or Electronic Delivery	.25 per page & \$2.00 E-Delivery charge
Other	\$15 for first 30 pages, \$0.50 per page thereafter plus postage

### OFFICE USE ONLY

Date Authorization Received: \_\_\_\_\_

Identifiers:  Medical Record # \_\_\_\_\_  Visit ID# \_\_\_\_\_  DOB \_\_\_\_\_

Date Information Copied: \_\_\_\_\_

Information Released By (Name): \_\_\_\_\_

Information Released (Cannot Be More Than Allowed By This Signed Authorization): \_\_\_\_\_

Number of Page(s) Copied: \_\_\_\_\_ Charge(s)(if any): \_\_\_\_\_

Mode of Release:  In Person  By US Mail  By Fax# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Electronic  CD  FedEx  Other Alternative Method \_\_\_\_\_

Personal Identification Verified (Do Not Record):  Driver's License  Military ID  Badge  Other Picture ID

**\*\*This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any Alcohol or Drug abuse patient. (42 CFR 2.32).**