Subject: Photocopying and Sending Records

Policy #: HIMS 010

Purpose: To ensure that requests for medical records are processed legally and accurately.

Standards:

I. All requests for photocopying medical records will be scanned in the Consent and Release Forms section of the patient’s EMR.

II. All requests must be accompanied by a release of information. Releases are valid for 90 days.

III. Appropriate fees will be charged prior to release of records: Fees will not exceed the maximum set in ORC 3701.74.
   A. Requests from a patient or the patient’s representative:
      - No records search fee
      - No charge for pages 1-3
      - $2.74 per page for pages 4-10
      - $0.57 per page for pages 11-50
      - $0.23 per page thereafter
   B. Requests from a person or entity other than a patient or a patient’s representative:
      - $16.84 records search fee
      - for data recorded on paper or electronically:
         - $1.11 per page for the first 10 pages
         - $0.57 per page for pages 11-50
         - $0.23 per page for pages 51 and higher
      - The actual cost of postage may also be charged
   C. Referrals to specialists from UHS practitioner: no charge
   D. Court ordered chart: no charge
   E. Student Health Insurer: no charge

IV. All subpoenas will be routed to the Director for approval prior to processing.

V. Information will be faxed with an appropriate cover sheet. The fax cover sheet and release should be stamped when completed, and initialed with date/time. The fax cover sheet will be scanned in the Correspondence section of the EMR. The release of information will be scanned under Consent and Release Forms.
VI. Any additional paperwork related to the release of information will be housed in the Correspondence section of the chart.

VII. The request will be processed in a timely manner. The length of processing time should not exceed 5 business days.