

HEALTH INFORMATION SERVICES RELEASE OF INFORMATION FEES

Photocopies

A flat fee of \$5.00 for the first page / .45 cents per page thereafter for any copies made from paper, electronic or microfilmed chart. The maximum amount that can be charged is \$250.00. This is for paper copies or copies provided on media requested by someone other than the patient/guardian.

Prepayment may be requested for a copy charge over \$100.00. The requestor will be notified of prepayment, if required.

Effective June 2016 the patient/guardian may request records for any reason at the following flat fee rates.

- Up to 25 pages: \$6.50
- 26-50 pages: \$11.50
- 51-75 pages: \$16.00
- 76-100 pages: \$20.00
- 101-125 pages: \$25.00
- This will continue to increase by \$5.00 per 24 pages until you reach the cap of \$250. Note that these charges are to reimburse the organization for the costs of copy paper, electronic media, postage, toner and labor required to produce the copies/CD.

Patients, Parents, Authorized Representatives

An abstract, which includes the History & Physical, Discharge Summary, Procedure Note, Labs, Radiology, EKG, Echo/Stress and such, will be provided at no charge for continuity of care.

***Charges for Complete copies of the patient's record will be predetermined at the time of the request by the Correspondence staff.**

Workers Comp

A flat fee of \$5.00 for the first page and .45 cents for every page thereafter. Maximum fee is \$250.00.

Lawyers, Private Insurances, State Agencies

A flat fee of \$5.00 for the first page and .45 cents for every page thereafter. Maximum fee is \$250.00 This does not apply for the Advocate Division of Workers Comp. Many Governmental agencies and 3rd party payers have differing guidelines regarding fees for records. MaineGeneral will follow instructions / guidelines on the cover letters for allowable fees with record requests in these instances.

Medicare, Medicaid, MaineCare, Blue Cross, Dr Offices and Hospitals, Other Healthcare Facilities, State Medical Examiner, Prisons, Jails, Organ Bank

No charge applies unless otherwise indicated on cover letter. (i.e RAC Audits pay .12 cents per page, but they cannot be invoiced. The RAC counts the pages upon receipt and issues the copy fees).

Disability/SSI

A fee of \$1.00 per page up to a total of \$15.00 will be charged. Please refer to the cover letter as needed for appropriate and allowable fees.

Accounting of Disclosures

There is NO CHARGE for the first copy within a 12-month period.

There is a \$10.00 fee for additional copies within the same 12-month period.

Additional Fees

An additional fee of \$10.00 applies to reimburse the organization for additional labor and supply costs associated with the following.

Certification of Records

Notarization of Records

Producing pictures onto CD

Producing Microfilmed images onto CD