

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 11	Patient Privacy Policies	Effective:	April 2003
Section 11.1	General and Oversight Policies	Revised:	February 2006
Policy 11.1.13	Charging for Copies of Health Records	Responsibility:	Assistant Vice President for Regulatory Affairs & Compliance

CHARGING FOR COPIES OF HEALTH RECORDS

Policy

The Health Science Center is permitted by law to charge a reasonable fee for providing copies of health information. A reasonable fee is a charge of no more than \$25 for the first twenty pages and a \$.15 charge per page for every copy thereafter. In addition, a reasonable fee may include actual costs for mailing, shipping, or delivery. If an affidavit is requested, certifying that the information is a true and correct copy of the records, a reasonable fee up to \$15 may be charged for completing the affidavit or deposition. The Health Science Center may charge separate fees for medical and billing records requested. The Health Science Center may also charge for copies of radiology films or other static diagnostic imaging study at \$8 per film. In addition, a reasonable fee may include actual costs for mailing, shipping, or delivery. The Health Science Center may charge \$6 for Notary Public services for affidavits or deposition questions.

Who May be Charged

The Health Science Center may charge:

1. Attorneys, court reporters;
2. Insurance companies for reasons other than payment purposes, such as an individual applying for life insurance benefits or long term disability;
3. Texas Rehabilitation Commission;
4. Social Security Administration; or,
5. Patients or their legally authorized representative for personal purposes.

The Health Science Center does not charge patients or their legally authorized representative, except for personal use (for example, copies to take to another health care provider); hospitals; other health care providers, such as nursing homes, physicians, dentists, home health agencies; schools for continuity or coordination of care.

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There are specific rules that apply to charging for release of psychiatric records. The Department of Psychiatry should be contacted before releasing any psychiatric records.

Procedures

The Health Science Center may request that the fee be paid prior to release of the information for non-treatment or non-emergent purposes. Copies of records of other health care practitioners contained in Health Science Center records may also be made and given to the requestor. Health records are disclosed according to "Uses and Disclosures of Protected Health Information" in [Section 11.2](#) of the *Handbook of Operating Procedures* (HOP).
