



## Patient Copying Charge Notification Sheet

PRICING FOR PATIENTS ONLY, NOT REQUIRED FOR 3<sup>RD</sup> PARTY REQUESTS INCLUDING ATTORNEY REQUESTS FOR RECORDS

### Paper Copies of Medical Records

(Fees for Quality Assurance, Fulfillment and Billing & Scanning)

Request, Intake, Verification, Compilation and Determination – No Charge Per the HIPAA Regulations

1 Staff Time Charges to Complete Request						
Pages	Average Time	Time Charge	Fee No scanning	Scan Time	Fee w/ Scanning	
1 - 25	20	.37 min	\$7.40	4 min	8.88	
26 - 50	26	.37 min	\$9.62	7 min	12.21	
51 - 75	32	.37 min	\$11.84	10 min	15.54	
76 - 100	38	.37 min	\$14.06	13 min	18.87	
100+	50	.37 min	\$18.50	16 min	24.42	
Select Fee From Above				Time Fees		

2 Costs for Supplies – Paper and Toner						
Number of Sheets of Paper	#	x	\$ 0.10	per page	=	Total Supplies \$ 0.10

3 Postage (if Applicable)		
Actual Cost of Postage and Mailing Supplies	Total Postage	\$ -

Calculation of Total Fees for Medical Records Request (per HIPAA Guidelines)		
1	Time Fee	0
2	Supplies Fee	\$ 0.10
3	Postage	\$ -
Total Charges		\$ 0.10

### Digital Copies of Medical Records

Email	Patient Warned of Risks	Flat Fee	\$ 6.50
CD	Sent Media Mail	Flat Fee	\$ 6.50
Thumb Drive	Sent Media Mail	Average Cost	\$ 25.00
Patient Portal			No Charge
Transfer of Records For Continuity of Care			No Charge
Total Charges			\$

Practice	Riverside Eye Center, PLLC	
Records Request for:		
		2 <sup>nd</sup> Identifier

# Patient Copying Charge Notification Sheet

*Actual Cost Worksheet*

## Paper Copies of Medical Records

(Fees for Quality Assurance, Fulfillment and Billing)

Request, Intake, Verification, Compilation and Determination – No Charge Per the HIPAA Regulations

Supply Cost	Cost Per Page @ .10 per page	Pages		\$	
Staff Time to Process Request Includes Scanning	Staff Time x .37 per minute	Minutes		\$	
Postage	Actual Cost			\$	
<b>Total</b>				<b>\$</b>	

Practice	Riverside Eye Center, PLLC				
Records Request for:					
					2 <sup>nd</sup> Identifier

## Determination of Average Costs for Worksheet

### Printing Costs

Paper Cost: \$8.49 cents per ream/500 pages = 2 cents per page

Toner: \$210 / 3500yield = 6 cents per page

Loss & Wastage \$.02 per page

Total Printing Costs Per Page of Paper Records: 10 cents per page

### Labor Costs

Annual Salary of staff making copies including: FICA, Health Insurance, vacation/sick time, benefits and other staff costs.

\$22 per hour divided by 60 minutes per hour = .37 cents per minute.

### Staff Time Costs

Average Time Determination in Minutes						
Request						No Charge
Intake						No Charge
Verification and Determination						No Charge
Compilation						No Charge
	Pgs. 1 - 25	Pgs. 26 - 50	Pgs. 51 - 57	Pgs. 76 - 100	Pgs. 100+	
Quality Assurance	8	10	12	14	18	
Fulfillment	10	12	14	16	20	
Billing	2	4	6	8	12	
<b>TOTAL Time</b>	<b>20 min</b>	<b>26 min</b>	<b>32 min</b>	<b>38 min</b>	<b>50 min</b>	
Labor Rate	x .37	x .37	x .37	x .37	x .37	
<b>Total</b>	<b>\$7.40</b>	<b>\$9.62</b>	<b>\$11.84</b>	<b>\$14.06</b>	<b>\$18.50</b>	

### Postage Costs

Based on USPS Postage Rates for 2021

Starting at \$0.51 cents for 1<sup>st</sup> ounce for letter and \$1.02 1<sup>st</sup> ounce for Large Envelopes then \$0.15 cents per ounce. Priority mailing rates apply for all letters and envelopes 13 ounces or more.

Notes:	
*	Covered Entity cannot withhold or deny access because individual has not paid for health care services provided to the individual.