

MARIETTA EYE CLINIC CHARGES FOR COPIES OF MEDICAL RECORDS

POLICY:

Original records that contain Protected Health Information (PHI) that are created or collected by and maintained at Marietta Eye Clinic are the property of the healthcare provider. As a patient, you do not really own your records. Georgia law requires a physician to provide a current copy of the record to the patient upon written request. O.C.G.A. section 31-33-2(a). Also, O.C.G.A. section 31-33-2(b) allows a patient or his/her designee to receive a copy of the requested records. State law permits us to charge patients a fee for copying and mailing medical records in order to help recoup physician cost associated with copying. The statute allows a charge for each record certified, actual cost of postage, and per page copying costs. If some of the records are not in paper form (i.e. x-rays), we can charge the actual cost of reproduction.

PROCEDURE:

1. **Access to patient's records.** Marietta Eye Clinic limits access to a patient's medical records to:
 - a. the patient;
 - b. the patient's health care providers;
 - c. individuals and entities who are authorized by law or by the patient's written authorization to access the patient's records.
2. **Medical record retrieval time.** Medical records cannot be provided to patients on a walk in basis. Per current HIPAA federal statutes, our practice is granted 30 days from the time of the request to produce copies of medical records.
3. **Fees.** Applicable copying fees must be prepaid prior to the release of medical records. Please see Attachment A for copying costs. The exceptions to charging for medical records are as follows:
 - a. Patients who are moving out of state will not be charged for copies of their medical records. There will be a charge for postage if medical records are mailed.
 - b. Patients our physicians are referring to a consulting provider will not be charged for their medical records.
 - c. Primary care physicians or referring physicians requesting medical records will not be charged for copies.

ATTACHMENT A
Marietta Eye Clinic Cost for Medical Records

Copying Charge for Records in Paper Form:

Pages 1-20 of medical record \$0.97 per page

Pages 21-100 of record \$0.83 per page

Each page over 100 pages \$0.66 per page

Charge for Certifying the Copies: \$9.70

Cost of Postage: Actual Costs

Reproduction of Non-paper Forms: Full reasonable costs
(i.e. photos or slides)

Administrative Costs: \$25.88 (No charge for patients)
(i.e. search, retrieval and other labor costs)