

Medical Records Copying & Shipping Policy

In accordance with Rule 64B8-10.003, Florida Administrative Code all Pediatric Health Care Alliance offices assess charges for reproducing patient medical records, as follows:

- \$1 per page for paper records for the first 25 pages
- \$.25 per page for paper records thereafter

In addition, actual postage will be charged for all copies of records that are mailed. Copies of records are available for pickup at the office at no additional charge.

Records will not be released until charges are paid in full.

Parent/Guardian Name: _____

I am requesting medical records for the following patient(s):

Name(s): _____

Account #(s): _____

_____ <i>Parent/Guardian Signature</i>	_____ <i>Date</i>
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Item	Quantity	Each	Amount Due
Paper copies (first 25 pages)		\$1	
Paper copies (over 25 pages)		\$.25	
Actual Postage		--	
Total Due			

Florida Administrative Code

Rule: 64B8-10.003

Costs of Reproducing Medical Records

(1) Any person licensed pursuant to Chapter 458, Florida Statutes, required to release copies of patient medical records may condition such release upon payment by the requesting party of the reasonable costs of reproducing the records.

(2) Reasonable costs of reproducing copies of written or typed documents or reports shall not be more than the following:

(a) For the first 25 pages, the cost shall be \$1.00 per page.

(b) For each page in excess of 25 pages, the cost shall be 25 cents.

(3) Reasonable costs of reproducing x-rays, and such other special kinds of records shall be the actual costs. The phrase "actual costs" means the cost of the material and supplies used to duplicate the record, as well as the labor costs and overhead costs associated with such duplication.

Specific Authority 458.309 FS. Law Implemented 456.061, 456.058, 458.331(1) FS. History-New 11-17-87, Amended 5-12-88, Formerly 21M-26.003, 61F6-26.003, 59R-10.003.