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 Board Certified Pediatricians
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Medical Records Copying and 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:

- * \$1.00 per page for paper records for the first 25 pages
- * \$0.25 per page for paper records thereafter

In addition, actual cost to retrieve medical chart from offsite storage, actual cost of postage to mail medical records and actual cost of reproducing x-rays, overhead and labor costs to reproduce the medical records being requested.

Records will not be released until charges are paid in full

Name of Person / Organization
 Requesting Information: _____

Daytime phone number: _____

Medical Information Requested for: _____

Release Medical Information to: _____

 Signature of Patient or Legally Responsible Party Date

Item	Quantity	Each	Amount Due
Paper Copies (1 st 25 pages)		\$1.00	\$
Paper Copies (over 25 pages)		\$0.25	\$
Retrieve From Storage		\$28.00	\$
Postage		Actual Cost	\$
Total Amount Due			\$

Florida Administrative Code
Rule: 64B8-10.003

Cost 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 kind 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, in addition to the actual cost of retrieving the medical records from offsite storage.
- (4) 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.

HIPPA Authorization
45 CFR 164.508