

## EVMS Medical Group

<b>POLICY: Fees</b>	<b>DATE: 03/2003</b>	
<b>CATEGORY: MEDICAL RECORD RELEASE OF INFORMATION</b>	<b>REVIEWED/ REVISED: 04/2013</b>	<b>Page 1 of 1</b>

**POLICY:** A. Copy records requested for physicians, hospitals, etc. for the continuing care of the patient without charge.

B. Copy records requested by the patient or his/her attorney at the expense of the patient or attorney in accordance with Virginia law (see note below). **All requirements in Authorization to Release Medical Record Information must be satisfied.**

C. Copy records for patients (active and inactive) at the expense of the patient in accordance with Virginia law (see note below). **All requirements in Authorization to Release Medical Record Information must be satisfied.**

D. The practice/office manager and provider may elect to waive the charge to an individual patient.

Virginia law allows the health care entity to impose a reasonable cost-based fee, which shall include only the cost of supplies for and labor of copying the requested information and postage when the individual requests that such information be mailed.

The first 50 pages	\$ 0.50 per page
All pages thereafter	\$ 0.25 per page
Electronic copy	Copies will be provided on a flash drive or CD supplied by the department. Departments may charge: <ul style="list-style-type: none"> <li>• \$15.00 for a flash drive;</li> <li>• \$5.00 for a CD with case.</li> </ul>

Accounting of Disclosure	No charge for the first accounting in a 12 month period; \$25.00 for each additional accounting in the 12 month period.
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