POLICY STATEMENT:

It is the policy of the TTUHSC Schools of Medicine to have a single Fee Schedule for medical record services rendered to outside agencies. The fees will be consistent with those approved by the Texas Board of Medical Examiners.

SCOPE:

This policy applies and will be distributed to all TTUHSC Schools of Medicine Clinics, also known as Texas Tech Physicians.

PROCEDURE:

1. **Medical Records Fee Schedule**
   
a. Search, Copy and Processing Fee: $25.00 (includes up to 20 pages)
   
b. Copies-Pages 21 and up: $0.50 per page
   
c. Mailing, shipping or delivering: Actual Cost
   
d. Completion of Notarized Affidavit: $15.00
   
e. Completion of Deposition on Written Questions: $15.00
   
f. Copies of single Immunization Records: $5.00

2. **Exceptions to Medical Records Fee Schedule**
   
a. Copies of medical records sent to other health care providers for continued patient care will be provided at no cost to the patient or the other health care provider, unless otherwise deemed necessary by the institution.
   
b. Cost of medical record will be waived as prohibited under subchapter M, Chapter 161, Texas Health and Safety Code, relating to copies of medical records for disability determination, or any other local, state, or federal laws and regulations.

APPROVAL AUTHORITY:

This policy shall be recommended for approval by the Joint SOM Policy Committee to the Regional Deans with final signatory authority by the Deans, School of Medicine.
RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint SOM Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement and Risk Management. Administrative and technical management of this policy, including web site maintenance, will be the responsibility of the Lubbock Office of Performance Improvement.

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<tr>
<th>Signatory approval on file by</th>
<th>Steven L. Berk, MD</th>
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<td>Dean, School of Medicine</td>
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<td>Jose Manuel de la Rosa, M.D.</td>
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