Ambulatory Clinic Policy and Procedure

Title: Medical Records – Charges for Services
Policy Number: 5.16
Version Number: 6
Regulation Reference: Texas Administrative Code, Title 25, Chapter 165, Texas Health and Safety Code, Chapter 161, Occupations Code §159.008
Effective Date: 3/2015
Original Approval: 10/1998

POLICY STATEMENT:
It is the policy of Texas Tech University Health Science Center (TTUHSC) Ambulatory Clinics 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 Medical Board.

SCOPE:
This policy applies to all TTUHSC Ambulatory clinics operated through its Schools.

PROCEDURE:
1. Medical Records Fee Schedule
   a. Paper Format:
      1) Search, Copy and Processing Fee: $25.00 (includes up to 20 pages)
      2) Copies-Pages 21 and up: $0.50 per page
      3) Mailing, shipping or delivering: Actual Cost
      4) Completion of Notarized Affidavit: $15.00
      5) Completion of Deposition on Written Questions: $15.00
      6) Copies of single Immunization Records: $5.00
   b. Electronic Format $25.00 for 500 pages; $50.00 for 501 and up
   c. Hybrid of both Paper and Electronic Format Combination of the above fees

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 Texas Health and Safety Code §161.202, 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 Ambulatory Policy Committee to the Council of Deans.
RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint Ambulatory Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement, Risk Management and the Office of Institutional Compliance.

RIGHT TO CHANGE POLICY:

TTUHSC reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time to reflect changes in policy and/or law.

CERTIFICATION:

This policy was approved by the Council of Deans on March 12, 2015.