



PATIENT MEDICAL RECORDS RELEASE - FEES

A complete paper copy of the patient's medical record will be provided once per year, at no cost, upon patient request. The copy will include the following documents only: office notes, dental x-rays, labs and medication list. Upon request, BRCHS has 30 days to complete the request.

All records that are printed must have proper consent beforehand and adhere to the following procedures

For mental health records, the release must specifically state mental health records, dates and exactly what information is being requested.

The following records ***will not*** be included with the medical records request:

- a. Outside records mailed or faxed to Blue Ridge Community Health Services by other medical providers as part of the patient's record.
- b. Test results that are a result of a referral appointment made by Blue Ridge Community Health Services returned on the referred doctor's letterhead unless specifically requested.
- c. Communicable diseases including Sexually Transmitted Diseases (i.e. HIV, GC, Chlamydia, GC and RPR) unless specifically requested.
- e. Insurance requests will not receive mammogram, pap smear, pathology, Colposcopy, diagram or PSA results unless specifically requested.
- f. Patient financial, demographic, Discount Application or any other non-medical patient information located in medical chart.
- g. Mental Health Notes unless specifically and separately requested.

The following requests are billable:

- a. Disability Determination Services: \$12.00.
- b. Patients requesting more than one copy per year (365 days) for personal use.
- c. Attorneys and/or Legal Aid offices, Insurance Companies (for the purpose of obtaining coverage benefits) will be billed according to NCGS§ 90-411 as outlined below:
 - 12 pages or less: \$10.00 minimum
 - 12 – 25: 0.75¢ per page
 - 26 – 100: 0.50¢ per page
 - 101 or greater: 0.25¢ per page.
- d. Medicaid, Department of Social Services (DSS), and health insurance company requests (to deem pre-existing or pay medical claims) will not be charged.
- e. Copy of electronic medical record on CD: \$50.00
- f. Accounting of disclosures of health information: \$100.00