

Title 760 Department of Insurance

760 IAC 1-71-3 General requirements

Authority: IC 16-39-9-4

Affected: IC 16-39

Section 3 (a)

A provider of medical records company that received a request for a copy of a patient's medical record shall charge not more than the following:

- (1) One dollar (\$1) per page for the first ten (10) pages.
- (2) Fifty cents (\$.50) per page for the pages eleven (11) through fifty (50).
- (3) Twenty-five cents (\$.25) per page for pages fifty-one (51) and higher.

(b) The provider or the medical records company may collect a labor fee not to exceed twenty dollars (\$20). If the provider or medical records company collects a labor fee, the provider or medical records company may not charge for making and providing copies of the first ten (10) pages of a medical record.

(c) The provider or medical records company may charge the actual costs of mailing the medical record.

(d) The provider of the medical records company may collect an additional ten dollars (\$10) if the request is for copies to be provided within two (2) working days.

(e) The provider or medical records company may collect a charge not to exceed twenty dollars (\$20) for certifying a patient's medical records.

(Department of Insurance; 760 IAC 1-71-3)

760 IAC 1-71-4 Waiver of charges

Authority: IC 16-39-9-4

Affected: IC 16-39

Section 4.

A provider or a medical records company shall consider waiving or reducing the charges for copies of a patient's medical records under the following situations:

- (1) A request from a provider:
 - (A) to whom the patient was referred for treatment; or
 - (B) from whom the patient is seeking a second opinion.
- (2) The patient requested the records for his or her own use, and the charges will cause an undue financial hardship upon the patient.

(Department of Insurance; 760 IAC 1-71-4)