

POLICY:

A reasonable cost based fee may be charge for records copied. The fees include the cost of actual photocopying supplies/machine and cost of postage. SCIHP has the right to withhold copies of PHI if the patient, guardian, or personal representative fails to pay fee, once they have been notified of the cost. Notifications of fees can either verbally or written. Payment of fees are due prior to Protected Health Information (PHI) being copied.

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| Health Summary, Prescription List, Social Security card, Tribal ID/verification, Birth Certificate | \$5.00 |
| PCC/ Chart Notes or any other information | \$20.00 |
| Entire Record | \$20.00 per volume |
| Transfer of care/ any records sent to another Doctor's office for treatment | Free |

Health Summary, Prescription List, Social Security card, Tribal ID/verification, Birth Certificate

\$5.00

PCC/ Chart Notes or any other information

\$20.00