

Medical Records Fees:

UBCSS fees shall comply pursuant to 45 CFR 164.524, and Article Health General §4-304.Maryland, and any guidance on limitations issued by the U. S. Department of Health & Human Services.

1. The client, or their personal representative, may request to view, inspect in person, and take notes or photographs of their protected health information (PHI) free of charge.
 2. The client, or their personal representative, may direct in writing that either an electronic or photocopy of the client's PHI be sent to a third party. A reasonable, cost-based fee may be assessed to include the cost of supplies for creating the paper or electronic copy, and postage (when mailed).
 3. Whenever a fee is assessed, the requestor will be notified in advance of the fee, and payment of all fees is expected prior to processing the request.
 4. The fees for requests from a third party for a copy of the record shall be in accordance with Maryland Health General 4-304:
 - A preparation fee of \$22 for medical record retrieval and preparation; and
 - A fee for copying and mailing not to exceed .56 cents for each page of the medical record.
 5. Separate fees apply for the completion of outside evaluation forms by the prescriber or therapist:

○ Chart Review & Abstract completed by Therapist	\$65
○ Abstract completed by Therapist	\$25
○ Abstract completed by Prescriber	\$75
○ FMLA Paperwork	\$25
- No fee will be charged to transfer the records of a Medicaid recipient to another provider.
 - UBCSS will not withhold medical records because of unpaid fees for medical services.
 - The records may not be withheld under an emergency request from a state or local governmental unit concerning a child protective services or adult protective services case.
 - UBCSS will not withhold records that have been subpoenaed pending payment of copying and preparation charges but may bill any non-governmental entities subpoenaing records.