

## CHARGES FOR MEDICAL RECORD COPIES

This facility has contracted with HealthPort to process your request for medical records. The state of Indiana regulates pricing for the duplication process of medical records. Indiana Codes are § 16-3 9-9 & §34-43-1-5.

**Patient requesting copies of their medical records for personal use will be charged:**

Pages	Paper and/or Microfilm
1-10	\$ 1. 00 per page
11-50	\$0.50 per page
51+	\$0.25 per page

+ Sales Tax & Actual Postage:

**Patients requesting copies of their medical records for Attorneys, Insurance Companies, or other purposes agree to pay:**

Pages	Paper	Microfilm
1-10	\$20.00	\$20.0
11-50	\$0.50 per page	\$0.50 per page
51+	\$0.25 per page	\$0.25 per page

PLUS \$ 1 0. 00 additional if provided within 2 days

+ Sales Tax & Actual Postage

Records are mailed to the designated address after Pre-payment is received.

Please Mail My Records To:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please Bill Me At:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I, \_\_\_\_\_, understand I will be charged and pre-payment may be required for the duplication of my medical records.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Upon receiving your request:

- Our staff will duplicate your records
- An invoice will be sent to the Bill address you provide
- You will have 3 Pre-payment options
  - Mail check for payment
  - Pay On-line
  - Pay over the phone
- When the invoice is paid, your records will be mailed.
- If your records are needed in hurry, please feel free to leave a \$ 10.00 deposit (check only) to eliminate the Pre-payment process.

Please feel free to direct any questions to 1-800-367-1500



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