



Valley Insurance
Professionals

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Notice of Pricing for PHI Records

In keeping with the Office for Civil Rights Guidance, our practice is posting the following fees for PHI Access Requests by our clients. Requests for PHI records through valid Authorizations are based on the state approved rates. All requests must be made in writing and submitted by mail, courier or email. We will respond to your request within fifteen (15) business days.

FEES FOR ACCESS REQUESTS

Paper Copies:

- 1 to 5 Pages – No Charge.
- For records of 50 pages or less we charge a flat fee of \$6.50.
- For records request of over 50 pages we charge \$0.25 per page for the actual cost and a labor fee* based on the time required to Photocopying paper PHI; Scan paper PHI into an electronic format; Convert electronic information in one format to the format requested by or agreed to by the individual (portable media, email, app, personal health record, or other manner of delivery of the PHI); Creating and executing a mailing or email with the responsive PHI. You may request an estimate based on your individual request.

Electronic Records:

- Email of records is a flat fee of \$6.50
- Transfer to a Thumb Drive** or Other Supported Media: Actual cost of the media, labor involved as described above and postage if the device is mailed. (Approximate Cost is \$25.00).

Other Non-Standard Requests:

- Actual cost to produce, plus labor as described above, and postage.

Should the above pricing for copies present a financial hardship, please let our office know.

**Our practice uses Average Costing to determine labor costs. The Average Fee Labor Cost Worksheet of our charges is available from our HIPAA Compliance Officer.*

***For security purposes our practice is not allowed to accept patients' thumb drives or other portable media because they must be attached to our network to transfer the files and pose a security threat to our network.*

Effective 9/1/2023

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