



Ambulatory Clinic Policy and Procedure

Title: MEDICAL RECORDS-FEES FOR SERVICES	Policy Number: EP 5.17
Regulation Reference:	Effective Date: 06/2022

Policy Statement:

It is the policy of Texas Tech Physicians of El Paso (TTP-EP) to have a single Fee Schedule for medical records services rendered to outside services.

Scope and Distribution:

This policy applies to requests received and processed by the TTP-EP Medical Records Department and will be distributed to its employees and the TTP-EP clinics.

Procedure:

1. Medical Records Fee Schedule

- a) Copy of Medical Records \$6.50
- b) Copy of Shot Records \$5.00
- c) Mailing, Shipping, or delivering Actual Cost
- d) Completion of Notarized Affidavit \$15.00
- e) Completion of Deposition on Written Questions \$15.00

2. Exceptions to Medical Records Fee Schedule:

- a) Copies of Medical Records sent to other healthcare providers for continued patient care will be provided at no cost.
- b) Cost of the medical record will be waived as prohibited under subchapter M. Chapter 161. Texas Health and Safety Code, relating to copies of medical records for disability determination, or any other local, state, or federal laws and regulations.

Policy Number: EP 5.17	Original Approval Date: 08/2016
Version Number: 1	Revision Date: 06/2022
Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Medical Directors Committee, Chair Texas Tech Physicians of El Paso	