



## **POLICY FOR REQUESTING COPIES OF MEDICAL RECORDS**

1. For patients that are requesting a copy of their own medical records for care that is unrelated to Coastal Orthopedic Associates, (i.e.- transferring to another practice, etc.)
  - 0.81 cents per page for the 1st 100 pages (per Massachusetts law)
  - 0.41 cents per page for each page over 100 pages
  - If the patient would like the medical records mailed to them, the appropriate postage amount will be added.
2. If a patient would like the records delivered electronically there will be a flat fee of \$6.50 assessed- no other cost.
3. If an outside entity is requesting records, legal, third party request the following fees will apply
  - A base fee of 23.89 to cover clerical and administrative expenses ( Massachusetts law)
  - 0.81 cents per page up to 100 pages ( Massachusetts law)
  - 0.41 cents per page over 100 pages
  - Appropriate shipping fee( fed ex, etc) or postage fee
4. CDs of x-ray images
  - A flat fee of \$5.00 will be charged for copies of x-rays on CD's. These must be picked up in person. If the patient is absolutely not able to pick them up, a charge for a padded envelope of \$3.00 will be added and appropriate postage assessed.

***Collection of the fees is to be via cash or debit or credit card.  
NO CHECKS ARE ALLOWED.***