

Medical Record Copying:

Effective Tuesday, May 1, 2007: There are changes in regard to medical record copying and requests.

No Charge:

- There is **no charge for the initial copy** of a patient's immunization or medical record. However, an additional request within a 12-month period, the charge is five dollars (\$5.00) per request.
- There is **no charge for mailed, scanned or faxed** initial copies of medical records sent to a physician's office, clinic or other medical facility (**within the state of Indiana**). IUPUI Health Services is **not responsible for faxing** Medical Records directly **to individuals and or** to designations residing **outside of the state of Indiana**.
- **Additional Charges:** A retrieval charge of **fifteen dollars (\$15)** will be charged for those **records that must be retrieved from storage off site**, even if it is an initial request.

Charges:

- Costs for copies of medical records must be paid prior to records being copied.
- IUPUI HS will charge a minimum fee of **five dollars (\$5) for subsequent copies** of medical records requested **within a 12 month period**.
- Records that do not originate from visits at IUPUI Health Services **will not be copied**. The patient is responsible for getting copies from the facility that initiated the medical document.
- **Additional Charges:** Patients may be charged for actual postage cost in forwarding patient's records.

