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.