

Ambulatory Clinic Policy

Policy: Medical Records – Fees for Services	Policy #: EP 5.17
Effective Date: August 2016	Last Revision Date: September 2024
References:	
TTUHSC El Paso Ambulatory Clinic Policies and Procedures Website: https://ttuhscep.edu/opp/default.aspx	

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

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 Record \$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.

Review Date:

Revision Date: 08/2016, 6/2022, 9/2024