C. Photocopying Charges:

1. Copies of medical records provided for continuity of patient care (e.g., to physicians, hospitals, health/mental health centers, and other health service providers) shall be provided free of cost.

2. Consistent with the Rhode Island Department of Health's guidelines (current as of this policy's effective date), inmates and authorized representatives are charged for copies of inmate/patient medical records (in whole, or in part) as follows:

   a. Reimbursement shall be twenty-five cents ($0.25) per page for the first one hundred (100) pages.

   b. After one hundred (100) pages, the fee shall be ten cents ($0.10) per page.

   c. Retrieval Fee - A fee of fifteen dollars ($15.00) will be charged for retrieval, regardless of the amount of time necessary to retrieve the record.

   d. Special Handling Fee - A special handling fee of an additional ten dollars ($10.00) will be charged if the records must be delivered to the inmate or authorized representative within forty-eight (48) hours of the request.

   e. Social Security Administration - Requests for copies will be reimbursed to the RIDOC or its authorized agent for up to fifteen dollars ($15.00) per request.

   f. Subpoena Fee - The attorney requesting records through a subpoena shall reimburse the RIDOC or its authorized agent a fee of twenty-five dollars ($25.00).

   g. United States postage fees will be incurred by requestor on all requests.

   h. Requests made by Rhode Island state agencies will be processed without incurring fees by the requestor.

RECEIVED
JAN 15 2002
RI SECRETARY OF STATE
ADMINISTRATIVE RECORDS

i. Indigent Inmates - If an inmate has an insufficient balance, a charge will be placed against his/her account. Such a charge will result in a negative balance in the inmate's account.

(1) When an inmate's account has a negative balance because of such photocopying charges, one-half of all future deposits will be used as an offset to the charges until such time as the charges have been paid in full. There are no restrictions on the other half of deposits beyond normal restrictions.

NOTE: Unreasonable (i.e., voluminous and/or repeat) requests for photocopies from indigent inmates may be denied at the discretion of the Associate Director of Health Care Services/Corrections and/or the Medical Records Administrator.

RECEIVED
JAN 15 2002
RI SECRETARY OF STATE
ADMINISTRATIVE RECORDS