



## MEDICAL RECORD DUPLICATION & FORMS COMPLETION POLICY

It is the policy of Virginia Eye Consultants to routinely charge a fee to cover the expense of duplication of records for the purpose of transfer outside the system and for the completion of forms requested by outside entities. The fee may include any and/or all of the following:

- \* Copying, including costs of supply and labor
- \* Postage, when the individual has requested the copies/forms be mailed
- \* Preparing an explanation or summary if agreed to by the patient (separate fee if MD/OD involved in producing the report)

Fees are to be handled consistently across the system, and must be paid at the time the paperwork is dropped off. Our current fee for said work is as follows:

\* **Medical Records** will be paid at a standard flat rate of \$10 (to cover research/handling and postage) then \$.50/page for the first 50 pages and \$.25 per page thereafter for over 50 pages

\* **DMV Forms and Letters (that are 1 page)** will be paid at a flat rate of \$10 per form / \$15 if the package is being mailed to the requesting party by our office

\* **Disability forms, FMLA/Leave of Absence forms, Workers Comp. forms, Letters (that are 2 pages or more), and any other miscellaneous forms** will be paid at a flat rate of \$25 / \$30 if the package is being mailed to the requesting party by our office. Follow-up paperwork on the same claim will be charged a fee of 50% the initial service fee.

\* **Follow up paperwork from the original requesting company** will be 50% of the original cost of the paperwork.

This policy will be reviewed annually by the practice CEO and amended as necessary.