TCP RECORDS TRANSFER OR COPY POLICY

To be in legal compliance with Federal privacy law, Health Insurance Portability and Accountability Act (HIPAA) and State of Georgia law, Total Care Pediatrics will require a completed and signed release of medical information form to transfer or provide copies of Protected Health Information.

TRANSFER:

Total Care Pediatrics will transfer ONE copy of your child's medical records to another pediatric medical practice free of charge. Any additional complete medical record transfer requests will be assessed $35.00 flat fee. The fee must be paid in full in advance to cover copying and mailing or other transfer costs.

PERSONAL COPYING:

Total Care Pediatrics will provide a personal copy of your child's medical record(s) in accordance with Georgia Law O.C.G.A 31-33-3 concerning this matter. Please see the chart and hyperlink below: https://dch.georgia.gov/medical-records-retrieval-rates

		Previous	Effective July 1, 2019
Search, Retrieval and Other Direct Administrative Costs	Up to:	$25.88	$25.88
Certification Fee	Up to Per Record:	$9.70	$9.70
Copying Costs for Records in Paper Form	Per page for pages 1-20:	$0.97	$0.97
	Per page for pages 21-100:	$0.83	$0.83

	Per page for pages over 100:	$0.66	$0.66
Note: Rates do not apply to records requests necessary to make or complete an application for a disability benefits program or vocation rehabilitation program.			

LEGAL REASON COPIES:

Total Care Pediatrics will provide certified copies of medical records as required under law to an attorney or the family for use in legal proceedings or legal referral. Total Care Pediatrics will require a properly executed HIPAA compliant release form. Fees must be paid in advance.