

RESOLUTION NO. 2008-_____
RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS
ADOPTING A SCHEDULE FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES
DOCUMENT REPRODUCTION FEES FOR
FISCAL YEAR 2008-2009

WHEREAS, the Marin County Department of Health and Human Services charges for production of a variety of documents including medical charts and documents requested pursuant to a subpoena; and

WHEREAS, charges for the reproduction of documents must comply with State and federal law and regulations as well as County policies and regulations; and

WHEREAS, the proposed fee schedule has been reviewed and approved by the County Auditor and County Counsel;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Marin, State of California, that the Department of Health and Human Services Document Reproduction Fee Schedule attached hereto is hereby adopted as of _____

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Marin held on this ____th day of _____, 2008, by the following vote:

AYES: SUPERVISORS

NOES:

ABSENT:

ATTEST:

PRESIDENT, BOARD OF SUPERVISORS

CLERK

Charges for Inspection and/or Copying of Patient's Medical Records by
Patient or Patient's Authorized Representative¹

(Health & Safety Code Section 123100 et seq.)

<u>Fee:</u>	<u>Type of Action:</u>
No fee may be assessed	Making the patient's medical records available for inspection or review (but statute says upon payment of reasonable clerical costs incurred in locating and making the records available)
No fee may be assessed	Providing <u>one</u> copy of any portion of relevant documents needed to support the patient's <u>documented</u> appeal regarding eligibility for Medi-Cal, social security disability insurance benefits, or Supplemental Security Income/State Supplementary Program for Aged, Blind and Disabled (SSI/SSP) benefits. Note: This "fee exemption" only applies where the patient is <u>not</u> represented by a private attorney (i.e. not employed by a nonprofit legal services entity) who is paying for the costs related to the patient's appeal, pending the outcome of that appeal.
\$0.25 per page	Providing copies of paper documents or for paper production of an electronic document (such as an e-mail correspondence).
\$0.50 per sheet	For production of microfilm records.
Actual cost	For production of documents requiring special processing, such as X-rays, tracings derived from electrocardiography, electroencephalography, or electromyography.

¹ The following individuals qualify as the patient's authorized representative: the parent or guardian of a minor who is a patient; the guardian or conservator of the person of an adult patient; the beneficiary or personal representative of a deceased patient; the patient's attorney or other third party pursuant to a valid authorization signed by the patient.

Charges for Copies of Records Subpoenaed for a Civil Proceeding

(Evidence Code Section 1563)

Fee:

\$0.10 per page

Type of Action:

Copying of documents of a size 8 1/2 by 14 inches or less.

Reasonable clerical costs incurred in locating and making the records available may be billed at the maximum rate of \$24.00 per hour per person, computed on the basis of \$6.00 per quarter hour or fraction thereof and may be added to the fee.

Actual costs of postage may be added if the record is mailed.

The actual cost charged to the County by an off-site storage company for retrieval and return of records held offsite by that company may be added to the fee.

\$0.20 per page

Copying of documents from microfilm

Reasonable clerical costs incurred in locating and making the records available may be billed at the maximum rate of \$24.00 per hour per person, computed on the basis of \$6.00 per quarter hour or fraction thereof and may be added to the fee.

Actual costs of postage may be added if the record is mailed.

The actual cost charged to the County by an off-site storage company for retrieval and return of records held offsite by that company may be added to the fee.

Actual cost

For the reproduction of oversize documents or the reproduction of documents requiring special processing.

Reasonable clerical costs incurred in locating and making the records available may be billed at the maximum rate of \$24.00 per hour per person,

computed on the basis of \$6.00 per quarter hour or fraction thereof and may be added to the fee.

Actual costs of postage may be added if the record is mailed.

The actual cost charged to the County by an off-site storage company for retrieval and return of records held offsite by that company may be added to the fee.

\$15.00

Where records are delivered to the attorney, attorney's representative, or the deposition officer for inspection or their own photocopying at the County office with their own copy machine.

The actual cost charged to the County by an off-site storage company for retrieval and return of records held offsite by that company may be added to the fee.

If the records have to be retrieved from microfilm, a charge of \$0.20 per page for retrieving the documents from microfilm may be added to the fee.

Charges for Inspection and/or Copying of County Records
Pursuant to a Public Records Act Request

(Government Code Section 6250 et seq. and County Administrative Regulation 13)

<u>Fee:</u>	<u>Type of Action:</u>
No fee may be assessed	Making the records available for inspection or review
\$0.15 per page	Providing copies of paper documents
Actual cost	Providing copies of other County records, such as audiotapes, videotapes, CDs