

**NOTICE OF PUBLIC RECORDS POLICY**  
Portage County Health and Human Services Department

Raymond F. Przybelski, Director  
Dianne Koca, Records Custodian

**Availability**

The Public Records of the Agency shall be available during business hours from 8:00 a.m. to 4:30 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. Fridays at Portage County Health and Human Services Department, 817 Whiting Avenue, Stevens Point, WI 54481.

It shall be the policy of the Agency to respond to any records request within 80 business hours, except for good cause for delay. The Agency may require prepayment of costs prior to the production of records. The Agency may further restrict the use of its equipment for copying purposes by a requestor due to business exigencies. Requests shall be made to and coordinated by Ms. Koca as Records Custodian as applicable.

**RECORDS AVAILABLE:**

**Public Records**

Committee Meeting Minutes, correspondence, certain financial records, etc., are available. The fees for these records are the same as the County Clerk's Office.

**Health Records Fee for patients or person authorized by the patient.**

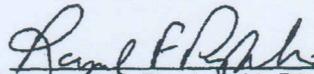
Per record page fee, <b>plus</b> actual shipping costs. Copies requested within 7 days from the date of the request will be subject to a 10% surcharge of the total fee.	0.35 per page plus tax.
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**Health Records Fee for person other than the patient or person authorized by the patient.**

Per record page fee is in addition to the per request fee. Additional fee for certifying records.	\$15.00 per request. .35 per record page. \$ 5.00 per request. Plus sales tax.
Copies requested by patient or person authorized by the patient for use in appealing a denial of SSDI or SSI <b>OR</b> copies requested by DHS to determine eligibility for SSDI Insurance or SSI.	No more than the amount that the federal SSA reimburses DHS for copies. The current rate for this is \$26.00 per request.
Copies requested by patient or person authorized by the patient when the patient is eligible for Medical Assistance.	One copy of records at no charge. Fees charged for additional copies, as noted above. Proof of MA eligibility required.

This policy is issued and authorized by the Agency and approved by the Health and Human Services Board on the 13<sup>th</sup> day of October, 2009 in accordance with Wisconsin's Open Records Law and Chapter 3.3 of the Portage County Code. The policy shall be available to the public, filed with the County Clerk's office and posted with other Agency documents.

Dated: October 13, 2009

  
Raymond F. Przybelski, Director