

NOTICE OF PUBLIC RECORDS POLICY

Portage County Health Care Center
(Nursing Home owned and operated by Portage County)

RECORDS CUSTODIANS

David Rademacher, Administrator
Stephen Witt, Business Manager

Availability

The public records of the Health Care Center shall be available during business hours from 8:00 am to 4:30 pm Monday through Friday at the Health Care Center business office, 825 Whiting Ave., Stevens Point, WI 54481. It shall be the policy of the Health Care Center to respond to any records request within 48 business hours, except for good cause for delay. We may require pre-payment of costs prior to the production of records. Requests for records shall be made to either the Administrator or the Business Manager listed above.

Cost of Public Records

Photocopies: \$.25 per page
Maps/other large documents: \$3.00 per page
Shipping charges will be actual costs, e.g. costs of mailing

Records Available: include Committee meeting minutes, financial records, correspondence, etc

Cost of Health Care Records

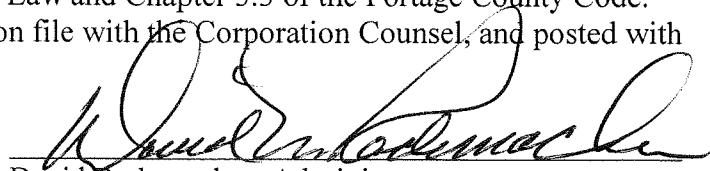
Paper: Pages 1 to 25, \$1.00 per page, Pages 26 to 50, \$.75 per page, Pages 51 to 100, \$.50 per page, Pages 101 and up, \$.30 per page
Certification of copies: \$8.00
Retrieval Fee: \$20.00
Shipping Costs, and any applicable taxes: Actual cost

Special lower fees apply if the person (or his or her authorized representative) requests records for the purpose of appealing a denial of social security disability or for the use in determining social security disability eligibility, or if the person is eligible for medical assistance. Wis. Stats. s. 146.83 (1f) reduces the maximum fee to 25% of the fees set out above. (A health care provider may charge 100 percent of the fees listed above for providing a second or additional set of copies of a patient's health record for a patient who is eligible for medical assistance.)

Records which are anticipated to exceed \$50 in total labor and material costs may require prepayment of a reasonable estimate of such costs. Reasonable labor costs are to be used in such circumstances.

This policy is issued and authorized by the Portage County Health Care Center Administrator and approved by the Health Care Center Governing Committee on the 20th day of March, 2013 in accordance with Wisconsin's Open Records Law and Chapter 3.3 of the Portage County Code. This policy shall be available to the public, on file with the Corporation Counsel, and posted with other Health Care Center notices.

Dated: March 20, 2013


David Rademacher, Administrator

DIVISION OF QUALITY ASSURANCE

Scott Walker
Governor



1 WEST WILSON STREET
P O BOX 2969
MADISON WI 53701-2969

Dennis G. Smith
Secretary

State of Wisconsin
Department of Health Services

Telephone: 608-266-8481
FAX: 608-267-0352
TTY: 888-241-9432
dhs.wisconsin.gov

Date: October 31, 2011

DQA Memo 11-029

To: Adult Family Homes
Community-based Residential Facilities
Facilities Serving People with Developmental Disabilities
Hospitals
Hospices
Nursing Homes
Rural Medical Centers

AFH 10
CBRF 16
FDD 12
HOSP 14
HSPCE 13
NH 20

From: Otis Woods, Administrator
Division of Quality Assurance

**Fees for Copies of Health Care Provider Records
Effective July 1, 2011**

Effective July 1, 2011, 2011 Wisconsin Act 32 (Budget Bill) amended the fees a health care provider is authorized to charge for copies of health care records. The current version of Wis. Stat. § 146.83 (3f) (b) is available at: <https://docs.legis.wisconsin.gov/statutes/statutes/146.pdf>

Wisconsin Statutes 146.81 (1) defines "health care provider" to include Adult Family Homes, Community-based Residential Facilities, Hospitals, Hospices, Nursing Homes (including Facilities Serving People with Developmental Disabilities) and Rural Medical Centers. "Health care provider" also includes individual healthcare professionals, such as (but not limited to): nurses, physicians, physician assistants, physical therapists, occupational therapists, psychologists, social workers, marriage and family therapists, or professional counselors.

Effective July 1, 2011, the above identified health care providers may charge no more than the following fees for requests for duplicate health care records. [Wis. Stats. §146.83 (3f) (b)]

- Paper copies: \$1 per page for the first 25 pages; 75 cents per page for pages 26 to 50; 50 cents per page for pages 51 to 100; and 30 cents per page for pages 101 and above.
- Microfiche or microfilm copies, \$1.50 per page.
- Print of an X-ray, \$10 per image.
- A single \$8 charge for certification of copies, if the requester is not the patient or a person authorized by the patient.

- A single retrieval fee of \$20 for all copies requested, if the requester is not the patient or a person authorized by the patient.
- Actual shipping costs and any applicable taxes.

Reduced Fees

Special lower fees apply if the person (or his or her authorized representative) requests records for the purpose of appealing a denial of social security disability or for use in determining social security disability eligibility, or if the person is eligible for medial assistance. Wis. Stat. §146.83 (1f) reduces the maximum fees to 25% of the fees set out above. (A health care provider may charge 100 percent of the fees listed above for providing a second or additional set of copies of a patient's health care record for a patient who is eligible for medical assistance.)

Annual Adjustment of Fees

Beginning on July 1, 2012, the Department of Health Services will annually adjust the amounts a health care provider may charge using the method prescribed in s. 146.83 (3f) (c) 2., Wis. Stats. The adjusted amounts will be published in the Wisconsin Administrative Register.

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The Division of Quality Assurance is sending this information to health care providers and asking administrators to inform their staff of the new law. If you have questions about this information, please contact Alfred Johnson, Director, Bureau of Technology, Licensing and Education at alfred.johnson@dhs.wisconsin.gov.