

NOTICE OF PUBLIC RECORDS POLICY

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

RECORDS CUSTODIANS

Marcia McDonald, Administrator

Lynn Lingford, Assistant Administrator

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 Assistant Administrator 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, \$1.14 per page, Pages 26 to 50, \$.86 per page, Pages 51 to 100, \$.56 per page, Pages 101 and up, \$.34 per page

Certification of copies: \$9.04

Retrieval Fee: \$22.61

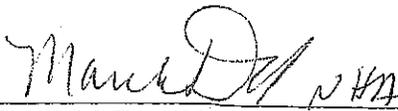
Shipping Costs, and any applicable taxes: Actual cost

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 21st day of August, 2019 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: August 21, 2019



Marcia McDonald, Administrator

PUBLIC NOTICE

**Department of Health Services
Annual Adjustment to Fees
That May be Charged by a Health Care Provider for
Providing Copies of a Patient's Health Care Records**

Statutory Authority

Pursuant to Wis. Stat. §146.83 (3f) (c) 2., each July 1, beginning on July 1, 2012, the Department of Health Services is required to adjust, by the percentage difference between the consumer price index for the 12-month period ending on December 31 of the preceding year and the consumer price index for the 12-month period ending on December 31 of the year before the preceding year, the dollar amounts specified under Wis. Stat. §146.83 (3f) (b) that a health care provider may charge for providing copies of a patient's health care records.

Under the methods prescribed in Wis. Stat. §146.83 (3f) (c) 2., the adjusted dollar amounts that a health care provider may charge for providing copies of a patient's health care records are as follows:

**Schedule of Health Care Provider Records Fees
July 1, 2019 – June 30, 2020**

	% difference from Dec 2017 to Dec 2018	Previous charges 2018	Adjustment for CPI % increase	New Charges 2019
	1.90%			
Paper Copies (per page)				
First 25 pages		\$ 1.12	\$ 0.02	\$ 1.14
Pages 26 to 50		\$ 0.84	\$ 0.02	\$ 0.86
Pages 51 to 100		\$ 0.55	\$ 0.01	\$ 0.56
Pages 101 and above		\$ 0.33	\$ 0.01	\$ 0.34
Microfiche or Microfilm (per page)		\$ 1.65	\$ 0.03	\$ 1.68
Print of an X-ray (per image)		\$ 11.07	\$ 0.21	\$ 11.28
If the requestor is not the patient or a person authorized by the patient				
Certification of Copies		\$ 8.87	\$ 0.17	\$ 9.04
Retrieval Fee		\$ 22.19	\$ 0.42	\$ 22.61
Actual Shipping Costs and Any Applicable Taxes				