

Wisconsin Medical Record Access and Fees (2009-2011)

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The State of Wisconsin requires health care providers to provide a patient or “person authorized by a patient” with copies of the patient’s health care records after receiving payment for the appropriate fees and a request for copies from the patient or authorized person. A medical records request has to be signed by the patient or legally authorized party, such as a legal guardian or personal representative. Examples of why a person may want copies of their medical records include if they see a medical professional outside their current physician practice group or hospital, apply for disability or life insurance, or if they have a disability or worker’s compensation insurance claim that requires verification of medical history.

Allowed Fees:

Because there are administrative costs and staff time needed to make provide medical record copies, Wisconsin allows businesses to charge a fee for this service. Effective July 1, 2009 through December 31, 2011, Wisconsin has the following **maximum** fees for medical record copies:

- Paper copies - \$0.35 per page
- Microfiche or microfilm copies - \$1.25 per page
- X-ray print - \$10 per image
- Digital or electronic formatted copies – a reasonable charge that does not exceed the costs of paper copies or the provider’s labor costs
- Actual shipping/delivery costs
- If the health care record request requires delivery within 7 days, the health care practice can charge an additional fee of 10 percent of the above fees
- State and county sales tax on the entire medical record charge based on the practice’s county. Please see [Physician Practice Sales Tax](#) regarding more detailed information on sales tax regulations surrounding medical records requests.

If a request for medical record copies is made by a person other than a patient or person authorized by the patient, in addition to the fees above, a provider may charge additional fees as follows:

- A single \$15 processing and handling charge for all copies requested
- Certification of copies - \$5

Timing:

HIPAA timeframes apply to all medical record requests. Therefore, health care providers have 30 days to provide requested copies if records are stored onsite and 60 days if records are stored offsite.