

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 23, 2007

<p><b>What's Inside:</b> Revision of fees for medical records</p>
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MEMORANDUM

TO: REGIONAL, EXECUTIVE STAFF, CIRCUIT MANAGERS,  
AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: MEDICAL RECORDS FEES

## DISCUSSION:

The purpose of this memorandum is to inform staff of a change in the maximum reimbursement rates for paying providers for medical records.

The maximum reimbursement rates for paying providers for medical records are changed effective February 1, 2007. The new amounts are:

- Copying fee of \$18.49 and \$0.44 cents per page for the cost of supplies and labor;
- Postage, to include packaging and delivery cost; and
- Notary fee, not to exceed \$2.00, if requested.

Section 191.227 Revised Statutes of Missouri sets a base for the costs of copying records. The law requires the Missouri Department of Health and Senior Services (DHSS) to determine the new amounts each year. The new rate information is available on their website at [www.dhss.mo.gov/ProtectingThePublic/FeesMedicalRecords.html](http://www.dhss.mo.gov/ProtectingThePublic/FeesMedicalRecords.html).

The following table shows the changes for the handling and copy fees:

Effective Date	Handling Fees	Copies
02/01/2003	\$15.70	\$0.37
02/01/2004	\$16.33	\$0.38
02/01/2005	\$17.05	\$0.40
02/01/2006	\$17.77	\$0.42
02/01/2007	\$18.49	\$0.44

When Children's Division staff request and receive medical records from providers, all invoices for payment for those records must be submitted on a CS-65. Specific instructions for completing the CS-65 are provided in the Child Welfare Manual, Section 2, Chapter 4, Attachment A.

Immediately, allow the provider charges not to exceed these maximums for services provided on or after February 1, 2007.

**NECESSARY ACTION:**

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT:**

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[Randall.D.Mcdermit@dss.mo.gov](mailto:Randall.D.Mcdermit@dss.mo.gov)

**DEPUTY DIRECTOR:**

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**CHILD WELFARE MANUAL REVISIONS:**

Section 2, Chapter 4, Attachment A: [SAFE-CARE \(Sexual Assault Forensic Examination – Child Abuse Resource And Education\) Network](#)

Section 3, Chapter 5, Attachment B: [Listing Of Purchased Services](#)

**RELATED STATUTE:**

[Section 191.227 RSMo](#)