

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 29, 2016

## M E M O R A N D U M

<p><b>What's Inside:</b> Updated Fees for Medical Records</p>
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TO: REGIONAL DIRECTORS, FIELD SUPPORT MANAGERS,  
CIRCUIT MANAGERS AND SUPERVISORS

FROM: TIM DECKER, DIRECTOR

SUBJECT: MEDICAL RECORDS FEES

DISCUSSION:

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

The maximum reimbursement rates for paying providers for medical records were changed effective February 1, 2016. The new amounts are:

- A copying fee of \$24.57 and .56 cents per page for the cost of supplies and labor for copies in paper form
- An additional fee of \$23.00 if records are maintained off-site
- Copies provided electronically (e.g. disc, fax, email) have a maximum copying fee of \$24.57 plus .56 cents per page, or a \$107.67 total, whichever is less
- Postage to include packaging and delivery cost

Section 191.227 Revised Statutes of Missouri sets a base rate for the maximum costs of copying records. The law requires the Missouri Department of Health and Senior Services (DHSS) to determine the amounts each year. The new rate information is available on their website at:

<http://health.mo.gov/atoz/fees.php>

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

02/01/2008	\$19.31	\$0.46
02/01/2009	\$20.02	\$0.47
02/01/2010	\$20.65	\$0.49
02/01/2011	\$21.36	\$0.50
02/01/2013	\$22.82	\$0.53
02/01/2014	\$23.38	\$0.54
02/01/2015	\$23.94	\$0.55
02/02/2016	\$24.57	\$0.56

When Children's Division staff request and receive medical records from providers, all invoices for payment for those records must be submitted via Payment Request. Specific instructions for completing the Payment Request are provided in the FACES Financial System Payment Handbook.

[http://dssweb/fsd/administration/fmos/docs/faces\\_handbook\\_files.pdf](http://dssweb/fsd/administration/fmos/docs/faces_handbook_files.pdf)

Effective immediately, provider charges shall not exceed these maximums for services provided on or after February 1, 2016.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> John Steinmeyer 573-751-8930 <a href="mailto:John.D.Steinmeyer@dss.mo.gov">John.D.Steinmeyer@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Christy Collins 573-751-9603 <a href="mailto:Christy.Collins@dss.mo.gov">Christy.Collins@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> Section 2 Chapter 4 Attachment A <a href="#">SAFE-CARE (Sexual Assault Forensic Examination-Child Abuse Resource and Education) Network</a> Section 8 Chapter 7.2 <a href="#">Children's Treatment Services (CTS)</a>	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> <a href="#">Section 191.227 RSMo.</a>	
<b>ADMINISTRATIVE RULE</b> N/A	

**COUNCIL ON ACCREDITATION (COA) STANDARDS**

(List or put N/A if not applicable.)

**CHILD AND FAMILY SERVICES REVIEW (CFSR)**

N/A

**PROTECTIVE FACTORS**

Parental Resilience – N/A

Social Connections – N/A

Knowledge of Parenting and Child Development – N/A

Concrete Support in Times of Need – N/A

Social and Emotional Competence of Children – N/A

**FACES REQUIREMENTS**

N/A