

Health Records and Medical/Clinical Reports - Rates

Summary This Information Bulletin indicates fees in relation to the preparation of medical/clinical reports and the provision of medical records to individuals, solicitors and insurers.

Document type Information Bulletin

Document number IB2019_036

Publication date 04 September 2019

Author branch Financial Services and Asset Management

Branch contact (02) 9391 9273

Review date 30 June 2025

Policy manual Fees Procedures Manual for Public Health Organisations

File number 98/4381-3

Status Review

Functional group Clinical/Patient Services - Information and Data, Records
Corporate Administration - Fees, Finance
Personnel/Workforce - Industrial and Employee Relations

Applies to Public Health Units, Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, NSW Health Pathology, Public Health System Support Division, Cancer Institute, Community Health Centres, Public Hospitals

Distributed to Public Health System, Divisions of General Practice, NSW Ambulance Service

Audience Administration, Health Information Managers

HEALTH RECORDS AND MEDICAL/CLINICAL REPORTS - RATES

PURPOSE

This Information Bulletin provides an update on charges for Health Records and Medical/Clinical Reports.

The advised charges are to be effective from the date of issue and replace those advised in Information Bulletin IB2018_035 issued on 8 August 2018. This Information Bulletin is to be read in conjunction with Policy Directive PD2006_050.

KEY INFORMATION

The following are charges for health records and medical/clinical reports and are to apply unless specific legislation specifies a lesser rate or exemption from fees.

A CHARGES FOR MEDICAL/CLINICAL REPORTS

Category 1	\$329
Category 2	\$470
Category 3	\$846
Category 4	\$329

The above categories are described in PD2006_050.

B OTHER CHARGES

1. The charge applicable in relation to categories “1(a) Charges for access to clinical notes requested by a patient/client, or by a person acting on behalf of the patient” and “1(b) Charges for information requested by an insurer”, which include search fees, photocopying charges, labour costs, administrative charges and postage is as follows:

Provision of a copy of the medical record, or part thereof e.g. continuation notes, pathology reports and charts (maximum eighty pages).	\$30
Pages in excess of eighty (per page)	\$0.41
Cost recovery for the provision of other material (e.g. reproduction of X-rays, audio-visual tapes, copies of photographs and operation footage contained on DVD's).	Cost recovery

2. Search Fees

Other than requests made by a party concerned with a patient's continued treatment or future management.	\$30
--	-------------

Please note that in relation to the Royal Hospital for Women, section B fees (above) are to be waived in relation to former patients (prior to 1993) who were affected by adoption.

C SUMMARY OF INJURIES	\$30
------------------------------	-------------

These are generally requested by Compulsory Third Party (CTP) insurers for patients whose fees are covered by the Bulk Billing Arrangements.

GST in relation to categories A, B and C (above)

These are taxable supplies (i.e. subject to GST) unless deemed GST-free under the provisions of the 'A New Tax System (Goods and Services Tax) Act 1999' (GST Act).

The criteria to be followed by Local Health Districts/Hospitals in assessing the GST status are advised in PD2006_050. Further details are contained in the "NSW Health-Finance and Business Management-Tax Reform-GST Manual (Chapter 2, Section 2.1.3, pages 5 & 6)", which is available on NSW Health's Intranet. Please note that where the service is determined as being 'GST-free' the rates specified above apply. Where the GST free test is not satisfied the service is therefore a taxable supply (subject to GST) and the rates specified above are to be grossed-up by 10%.

D HEALTH RECORDS REQUIRED TO BE PRODUCED BY SUBPOENA

This refers to the retrieval of all the information required by the schedule noted on the subpoena and forwarding it to Court.

Where at least 5 working days' notice is given	\$75*
Where less than 5 working days' notice is given	\$113*

* plus a photocopying charge of \$0.41 per page

Please note that SafeWork NSW is not to be charged in complying with notices to produce documents issued by its inspectors in accordance with the Work Health and Safety Act 2011.

Charges under Category D are not subject to GST as they are '**out of scope**' under a Division 81 Determination.