



Judge Carolyn D. Hall  
Chair  
Judge Warren Massey  
Director  
Judge Viola S. Drew  
Director

## STATE BOARD OF WORKERS' COMPENSATION

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Information  
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### **Workers' Compensation Medical Record Copy Charges**

#### **Effective April 1, 2007**

The medical provider's medical record is the basis for determining medical necessity and for substantiating the service(s) rendered; therefore, the medical record must be legible and should include the following: office notes and/or surgical notes, progress notes, operative notes, diagnostic test results, and any other information necessary to support the services rendered. All bills must be submitted using CPT, ICD-9, or DRG codes either on a Board Form WC-20(a), CMS-1500, or a Uniform Billing 92 (UB-92). These forms must be properly filled out, with attached documentation, at no charge to the party responsible for payment.

Failure to submit supporting documentation and forms required by the Board might jeopardize or delay payment. Medical providers are only required to submit the complete set of documentation once. If documentation is incomplete, the medical provider is required to submit the missing information. After the complete documentation has been submitted to the payer once, the medical provider can charge for additional copies in accordance with costs defined below.

Services provided pursuant to the Workers' Compensation Act are not confidential from the employer/insurer that, by law, is responsible for payment of medical services.

Generally, costs for these copies will be charged against the party responsible for payment of medical expenses. (Refer to Board Rule 200(f)(1)(2))

Cost for copying medical records under a workers' compensation claim shall be billed at twenty-cents (\$0.20) per page, with a minimum charge of twenty-five dollars (\$25.00), sales tax (if applicable), and actual cost for postage to mail the documents. Providers who use a medical records company to make and provide copies of medical records must ensure that reimbursement requirements are followed in accordance to the above fee schedule guidelines. X-ray copy charges will be billed at \$9.50 per copy.