



Health Information Management Bulletin

Quality Assurance Unit

County of Los Angeles – Department of Mental Health

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Fee Schedule for Providing Copies of Clinical Records

(Directly-Operated Only)

This Bulletin provides an updated fee schedule to Directly-Operated (DO) providers of charges for providing copies of clinical records. This updated guidance is effective as of the date of this Bulletin.

REQUEST TYPE	REQUESTOR	FEE	AUTHORITY	NOTES
Medical Records - Personal Use	Client	No Charge	—	
Medical Records- Continuity of Care	Health Care Provider	No Charge	—	"Health Care Provider" means a licensed person or organization that provides health care services
Medical Records - Public Benefits	Health Advocates; Non-Profit Legal Agency	No Charge	California Health & Safety Code 123110 (d)(1)	A letter or document is needed to prove that records are needed to support a claim or an appeal regarding eligibility for a public benefit such as Medi-Cal, SSI, CalFresh, IHSS, etc.
Medical Records - Legal (a)	Non-Profit Attorney	No Charge	—	"Non-profit attorney" means an attorney employed by a non-profit legal service entity such as a public defender
Medical Records- Legal (b)	Private Attorney	\$25 flat fee	California Health & Safety Code 123110 (b)	"Private Attorney" means any attorney not employed by a non-profit legal service entity (does not apply to public defenders)
Medical Records- Any civil action subpoena	Attorney or Court	\$15 flat fee	Evidence Code §§1560–1564, Code of Civil Procedure §2020.430.	Applies to subpoenas for clinical records issued in any civil action in state court
Medical Records- Criminal subpoena	Attorney or Court	No Charge	Evidence Code §§1560–1564, Code of Civil Procedure §2020.430.	complying with a subpoena issued in criminal proceedings
Legal Appearances (witness deposition or testimony of a DMH employee in court)	Attorney or Court	\$275 per day	Government Code Section 68096.1	The fee shall be tendered in conjunction with a subpoena and shall be paid for each day the employee is required to remain in attendance

All fees are payable to Los Angeles County Department of Mental Health

If Directly-Operated providers have any questions related to this Bulletin, please contact the Health Information Management (HIM) Medical Records team at DMHMedicalRecords@dmh.lacounty.gov.

cc: DMH Executive Management
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