

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O.BOX 88

JEFFERSON CITY, MISSOURI

MEMORANDUM

July 16, 2004

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS,
CHILDREN'S SERVICES AND CHILDREN'S SERVICES
CLERICAL SUPPORT STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: MEDICAL RECORD FEES – Child Welfare Manual Changes
Section 2, Chapter 4, Attachment A

REFERENCE: CHILDREN'S SERVICES

DISCUSSION:

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

Section 191.227, RSMo sets the handling and per page fees for medical records at \$15.00 for handling and \$.35 per page for copies. Section 191.227, RSMo was amended in 2002 to provide that effective February 1st of each year, the handling fee and per page fee would be increased or decreased based on the annual percentage change in the unadjusted, U.S. city average, annual average inflation rate of the medical care component of the Consumer Price Index for all urban consumers (CPI-U). The current reference base of the index, as published by the Bureau of Labor Statistics of the U.S. Department of Labor, shall be used as the reference base.

The following table shows the changes for the handling and copy charges.

Effective Date	Rate	Handling	Copies
2/1/03	4.69%	\$15.70	\$0.37
2/1/04	4.03%	\$16.33	\$0.38

When Children's Division staff request and receive medical records from providers, all bills for payment for those records are made by completing a CS-65. To complete the CS-65, please use Vendor Type- CT, Program Area- CT, Fund Category- 30, Services Code RCRD, and please list the retrieval fee and the number of photocopy pages on separate lines. If the provider does not have a DVN, please attach a completed SS-60 and IRS Form W-9 (with Federal Tax ID or SSN) with the CS-65, and Central Office will assign the DVN. Make sure the bill is attached to the CS-65 and send the CS-65 and attachments to the Children's Division Payment Unit, Central Office.

NECESSARY ACTION:

1. Review this memorandum with all Children's Services Staff and Children's Services Clerical Support Staff.
2. Immediately implement the changes discussed in this memorandum.
3. All questions should be cleared through normal supervisory channels.

FS/SW