

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 2, 2006

MEMORANDUM**What's Inside:**Fee Increases
For Medical
Records

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: MEDICAL RECORDS FEES

REFERENCE: CHILDREN'S DIVISION CHILD WELFARE MANUAL: SECTION 2, CHAPTER 4, ATTACHMENT A and SECTION 3, CHAPTER 5, ATTACHMENT B

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 set the handling/retrieval and per page fees for medical records at \$15.00 for handling and \$.35 per page for photocopies. Section 191.227 RSMo was amended in 2002 to provide that, effective February 1, 2006, the maximum reimbursement rates paid to providers for medical records are \$17.77 for handling/retrieval fees and \$.42 per photocopy page. Provider charges are not to exceed these maximums for services provided on or after February 1, 2006.

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

When Children's Division staff request and receive medical records from providers, all invoices for payment for those records must be submitted on a CS-65. Specific instructions for completing the CS-65 are provided in the Child Welfare Manual, Section 2, Chapter 4, Attachment A.

NECESSARY ACTION:

1. Review this memorandum with all Children’s Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

Kit Glover
Phone number: 573-751-4344
Email address: Kit.Glover@dss.mo.gov

DEPUTY DIVISION DIRECTOR:

James Harrison
Phone number: 573-751-2502
Email address: James.C.Harrison@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

[Section 2, Chapter 4, Attachment A](#)
[Section 3, Chapter 5, Attachment B](#)

FORMS AND INSTRUCTIONS:

CS-65

REFERENCE DOCUMENTS and RESOURCES:

Children’s Division Internet E-Forms Link:
<http://www.dss.mo.gov/cd/info/forms/index.htm>

CD04-66, CD05-27, CD05-34, CD05-35

RELATED STATUTE:

[191.227 RSMo](#)

ADMINISTRATIVE RULE:

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:

N/A

PROGRAM IMPROVEMENT PLAN (PIP):

N/A

SACWIS REQUIREMENTS:

N/A