

Practice Alert



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Medical Records Fees

In the past Children's Division would publish a memorandum each year to inform staff of a change in the maximum fees for medical records. When Children's Division staff request and receive medical records from providers, all invoices for payment for those records must be submitted via Payment Request. Specific instructions for completing the Payment Request are provided in the [FACES FINANCIAL SYSTEM \(FFS\) QUICK REFERENCE FOR PAYMENTS](#) Handbook.

The law requires the Missouri Department of Health and Senior Services (DHSS) to determine the amounts each year. The DHSS [Fees for Medical Records](#) link is located in the Medical Records (RCRD) section of the FFS Handbook.

The purpose of this Practice Alert is to inform staff to follow the instructions in the FFS Handbook to process any invoices for medical records. An annual memorandum to inform staff of Medical Records Fees will no longer be distributed.

If you have any questions or concerns please send an e-mail Larry.K.Smith@dss.mo.gov