

Chippewa County Correctional Facility <u>Policy & Procedure</u>	Effective Date: 10/11/2023	Policy Number: 7 . 4 . 3
	Updated: N/A	Page Number: 1 of
Section: Health Services	Reference: MCL 333.26269	
Subject: Inmate/Detainee Medical Records – Access - Fees	Authority: Michael D. Bitnar, Sheriff	
Rescinds: All Previously Issued Policies, Procedures, Directives, or Memoranda Relative to this Topic		

I. PROCEDURAL GUIDELINES

- A. All medical records requests will be processed in accordance with Michigan Medical Records Access Act (Act 47 of 2004).
- B. Medical records requests shall be made by either the patient and/or the patient's authorized representative. All requests must be made in writing.
- C. All charges/fees associated with medical record request(s) will be charged in accordance with the State of Michigan DHHS Medical Records Access Act Fees/Consumer Price Index.
- D. The patient and/or patient representative will be responsible for all postage/shipping costs.
- E. If the medical record is in some form of medium other than paper, the patient and/or patient representative will be responsible for the actual cost of preparing a duplicate.
- F. Medical record requests will not be processed/released to the patient and/or patient representative until all applicable fees are paid.