



Records Fee

Requestor's Name:		Organization:	
Individual's Name:		<input type="checkbox"/> Not applicable	File #:
<input type="checkbox"/> the Individual named above <input type="checkbox"/> the Individual named above Legally Authorized Representative <input type="checkbox"/> the Authorized third party <input type="checkbox"/> other:			

Date	Description	Amount
	Total	

Please obtain a receipt of payment from the Business Office in person

Department of Human Services Established Fees Charges for Healthcare Providers are established to provide medical records to the patient, a patient's personal representative, or approved third party within 30 days of request (Title 26-1-37 Amendment H.B.12) GRAMA provides that "a governmental entity may charge a reasonable fee to cover the governmental entity's actual cost of providing a records" (Utah Code § 63G-2-203 (1)) See Utah code § 63G-2-203(3) for fee approval process. This charge covers the cost of time to retrieve, compile, format, manipulate, make copies, summarize, tailor package and supply postage if necessary. (Utah Code § 63G-2-203(2))
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GRAMA fees	Compiling and Reporting
Paper (per side of sheet) \$.25	In another format (per hour) \$25.00
Audio (per tape) \$5.00	If programmer assistance is required \$50.00
Video tape (per tape) \$15.00	

Notice of Appeals Note: Utah Code § 63G-2-203(6) provides that a person may appeal an unreasonable denial of fee waiver in the same manner as an appeal of a denial of access to a record. A notice of appeal must be submitted within 30 days of the fee waiver denial and must include the requester's name, mailing address, daytime telephone number and an explanation of the relief sought. Appeal of unreasonable denial of fee waiver should be directed to: Bonnie Hardy 895 North 900 East American Fork, UT 84003
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Office Use Only	Fee Received Date:
Name of the person processing this request:	
Fee waived or partially waived:	
Identification verified by what method:	