



Utah Department of  
**Health & Human Services**  
Utah State Developmental Center

## Records Fee

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Requestor's Name:

Organization:

Individual's Name:

File #:

Circle One Option Below:

- I am the Individual named above
- I am the Individual named above Legally Authorized Representative
- I am the Authorized third party
- Other:

### Department of Human Services Established Fees

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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-2-201(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))

<b>GRAMA Fees</b>	<b>Rate</b>	<b>Compiling/Reporting</b>	<b>Rate</b>
Paper (per side)	\$.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		

Date	Description	Amount
	Total	

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

## Notice of Appeals

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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 requestor's name, mailing address, daytime telephone number and an explanation of the relief sought. Appeal of unreasonable denial of fee waiver should be direct to:

Bonnie Hardy

895 North 900 East

American Fork, Utah 84003

### OFFICE USE ONLY

Fee receiving date:

Name of person processing this request:

Fee waived or partially waved:

Identification verified by what method: