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MEDICAL RECORDS: FEES

FEES FOR GRANTING ACCESS TO HEALTH INFORMATION UNDER THE HEALTH RECORDS REGULATIONS 2012.

*GST is payable in addition to the maximum fees proscribed below

The maximum fees in this fact sheet are current up to June 30, 2025. The fees will increase each year in line with CPI under the provisions of the *Health Records Regulations 2012*. For this period one fee unit is worth \$16.33.

Manner of Access	Maximum Fee*
Maximum fee for granting an individual access to health information	
Inspecting health information or a print out of health information stored in electronic form, with the opportunity to take notes of contents.	The total of the following amounts: a) \$19.60 (1.2 fee units) per 30 mins (charged in 15 min increments) in respect of time spent supervising inspection; b) the organisation's reasonable costs incurred in assessing and collating information, not exceeding \$40.85 (2.5 fee units); c) the reasonable costs incurred in obtaining equipment not in the organisation's possession which is necessary to inspect the information; d) if the information is not stored at the organisation's usual place of business, \$19.60 (1.2 fee units); and e) Actual cost of postage, if postage requested.

Viewing health information, with no explanation of contents.	The total of the following amounts: a) \$19.60 (1.2 fee units) per 30 mins (charged in 15 min increments) in respect of time spent supervising inspection; b) the organisation's reasonable costs incurred in assessing and collating information, not exceeding \$40.85 (2.5 fee units); c) the reasonable costs incurred in obtaining equipment not in the organisation's possession which is necessary to inspect the information; and d) if the information is not stored at the organisation's usual place of business, \$19.60 (1.2 fee units).
Health Service Provider providing an explanation of health information under section 29(1)(d)	A fee that does not exceed the health service provider's usual fee for a consultation of comparable duration.
Receiving a copy of health information.	The total of the following amounts: a) for black and white A4 copies, 20 cents per page; b) for other copies, the reasonable costs incurred in providing the copies; c) the organisation's reasonable costs incurred in assessing and collating information, not exceeding \$40.85 (2.5 fee units); d) if the information is not stored at the organisation's usual place of business, \$19.60 (1.2 fee units); and e) if the person requests the copies to be posted, the actual postage costs incurred.

Receiving an accurate summary of health information.

The total of the following amounts:

- a) if an accurate summary did not exist before the request was made, an amount not exceeding **\$153.50** (9.4 fee units) that is calculated by reference to the time taken to prepare the summary:
 - (i) based on the usual fee for a consultation of a comparable duration; or
 - (ii) at the rate of **\$47.36** (2.9 fee units) per 15 mins (or part thereof), whichever is the greater;
- b) if the information is not stored at the organisation's usual place of business, **\$19.60** (1.2 fee units); and
- c) actual cost of postage, if postage requested.

Health service provider providing an explanation to an individual.

A fee that does not exceed the health service provider's usual fee for a consultation of comparable duration.

Maximum fee for making health information available to another health service provider

Provision by a health service provider of health information to another health service provider

If the copy consists of at least 20 black/white A4 pages, 20 cents per page; or
If copy is in another form, reasonable costs of providing a copy.

Provision by a health service provider of an accurate summary of health information to another health service provider

If an accurate summary does not exist, and it takes the health service provider at least 15 mins to prepare, an amount not exceeding

\$153.50 (9.4 fee units) that is calculated by reference to the time taken to prepare the accurate summary:

- a) at the rate of **\$47.36** (2.9 fee units) per 15 mins (or part thereof); or
- b) based on the usual fee of the health service provider for a consultation of comparable duration –

whichever is the greater.

It is important to inform the patient or health service provider requesting access to medical records that a fee applies, charged in accordance with the *Health Records Regulations 2012*, prior to the patient or health service provider incurring any financial liability for this service.

<https://www.health.vic.gov.au/legislation/health-records-act>

<https://www.dtf.vic.gov.au/financial-management-government/indexation-fees-and-penalties>