

**Draft Proposals for Health Records Regulations**  
*(Health Records Act 2001 (Vic))*

**Schedule 1**

**Regulation 5**

**Maximum Fee for Granting an Individual Access to Health Information**

<b>Item No.</b>	<b>Manner of access under Part 5 of the Act</b>	<b>Maximum fee</b>
1.	Inspecting health information or print out of health information stored in electronic form, with opportunity to take notes of contents	<p>The total of the following amounts –</p> <p>(a) \$5 per quarter hour (or part of a quarter hour) in respect of supervision time of inspection; and</p> <p>(b) the organisation’s reasonable costs incurred in assessing and collating the health information, not exceeding \$20; and</p> <p>(c) if it is necessary to use equipment that is not in the organisation’s possession to inspect the health information, the organisation’s reasonable costs incurred in obtaining the equipment; and</p> <p>(d) if the health information is contained in a document not stored at the organisation’s usual place of business, \$10</p>
2.	Viewing health information with no explanation of contents	<p>The total of the following amounts –</p> <p>(a) \$5 per quarter hour (or part of a quarter hour) in respect of supervision time of inspection; and</p> <p>(b) the organisation’s reasonable costs incurred in assessing and collating the health information, not exceeding \$20; and</p> <p>(c) if it is necessary to use equipment that is not in the organisation’s possession to inspect the health information, the organisation’s reasonable costs incurred in obtaining the equipment; and</p> <p>(d) if the health information is contained in a document not stored at the organisation’s usual place of business, \$10.</p>

**Note:** Section 32(4) of the Act provides that a person who gives an explanation of Health information under section 29(1)(d) of the Act may charge a fee for the Service that does not exceed the amount of the person's usual fee for a Consultation of a comparable duration.

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<b>Item No.</b>	<b>Manner of access under Part 5 of the Act</b>	<b>Maximum fee</b>
3.	Receiving a copy of health information	<p>The total of the following amounts –</p> <ul style="list-style-type: none"><li>(a) if a copy is in the form of black and white A 4 pages, 20 cents per page; and</li><li>(b) if a copy is in a form other than a black and white A 4 page, the organisation's reasonable costs incurred in providing the copy; and</li><li>(c) the organisation's reasonable costs incurred in assessing and collating the health information, not exceeding \$20; and</li><li>(d) if the health information is contained in a document not stored at the organisation's usual place of business, \$10.</li></ul>

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<b>Item No.</b>	<b>Manner of access under Part 5 of the Act</b>	<b>Maximum fee</b>
4.	Receiving an accurate summary of health information	<p>The total of the following amounts –</p> <ul style="list-style-type: none"><li>(a) if the organisation is a health service provider and an accurate summary does exist before the request is made, an amount calculated by reference to the time taken to prepare the accurate summary based on the usual fee of the health service provider for a consultation of a comparable duration, not exceeding \$80; and</li><li>(b) if the organisation is not a health service provider and an accurate summary does not exist before the request is made, the organisation's reasonable costs incurred calculated by reference to the time taken to prepare the accurate summary, not exceeding –<ul style="list-style-type: none"><li>(i) \$25 per quarter hour (or part of a quarter hour) spent preparing the accurate summary; or</li><li>(ii) \$80 - whichever is the lesser; and</li></ul></li><li>(c) if the health information is contained in a document not stored at the organization's usual place of business, \$10.</li></ul>

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**Schedule 2**

**Regulation 7**

**Maximum Fee for Making Health Information Available to Another  
Health Service Provider**

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<b>Item No.</b>	<b>Manner of access under Part 5 of the Act</b>	<b>Maximum fee</b>
1.	Provision by a health service provider of a copy of health information to another health service provider	(a) If the copy consists of at least 20 black and white A 4 pages, 20 cents per page.  (b) If the copy is in a form other than a black and white A 4 page, the health service provider's reasonable costs incurred in providing the copy.
2.	Provision by a health service provider of an accurate summary of health information to another health service provider	An amount calculated by reference to the time taken to prepare the accurate summary based on the usual fee of the health service provider for a consultation of a comparable duration, not exceeding \$80, but only if –  (a) an accurate summary does not exist before the request is made, and  (b) it takes the health service provider at least 30 minutes to prepare an accurate summary