



EDUCATION and WORKFORCE DEVELOPMENT CABINET  
Department of Workforce Investment

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**SERVICE FEE MEMORANDUM**

TO: Office of Vocational Rehabilitation Staff  
Client Assistance Program Administrator

FROM: Cora McNabb  
Executive Director  
Office of Vocational Rehabilitation

THROUGH: Charles W. Puckett  
Central Office Administrator  
Systems and Fiscal Management Branch

DATE: August 12, 2011

RE: Purchase of Existing Medical Information

This Service Fee Memorandum replaces Service Fee Memorandum MS-99-00-34.

As per 34 Code of Federal Regulations (CFR) 361.42 and 34 Code of Federal Regulations (CFR) 361.45, in the determination of eligibility and the development of the Individual Plan for Employment, existing data must be utilized unless this data does not describe the current functioning of the individual, or is unavailable, insufficient, or inappropriate to make an eligibility or development of the Individual Plan for Employment. When this data (information) is already on file in a hospital or physician's office and is felt to be essential but will not be provided without reimbursement, the following fee schedule is to be followed for the purchase of such information.

## **Fee Schedule**

<b>Code</b>	<b>Item</b>	<b>Allowable Rate</b>
00039	Photostatic copy only	Up to \$25.00
00040	Synopsis of the total medical record	Up to \$25.00

It should be noted that a patient is entitled to one free copy of his or her medical record. When feasible, this method of securing the information is encouraged.