

**RULES  
OF  
TENNESSEE DEPARTMENT OF HEALTH  
DIVISION OF MEDICAID**

**CHAPTER 1200-13-11  
ADMINISTRATIVE FEES**

**TABLE OF CONTENTS**

1200-13-11-.01 Fees

**1200-13-11-.01 FEES.**

- (1) The Bureau of Medicaid hereby establishes fees for the reproduction of documents as follows:

Service	Fee
(a) Paper copy of records not requiring search (per page)	\$ .75
(b) Paper copy of records requiring search (per page)	\$1.50
(c) Microfiche copy of records, when available in microfiche (per microfiche page)	\$ 3.04
(d) Computer programming time, when necessary to produce records not currently available or in a different form/format than currently available, in addition to the copy costs describe, in (a) or (c) above (per one-half hour)	\$18.00
(e) The minimum total charge for computer programming time shall be	\$108.00
(f) Computer operational time for producing computer generated documents (per minute)	\$ 1.75
(g) Computer-generated output, paper, microfilm, microfiche, diskette, or tape (per 1,000 lines)	\$ .60
(h) The minimum total charge for reproduction of documents shall be	\$ 5.00
(i) In addition to the fees described above, a flat-rate charge for postage, shipping and handling will be assessed for documents which are mailed, faxed, shipped or otherwise transferred from the Bureau of Medicaid in any manner except hand-delivered at the Medicaid Administration building. This fee shall not be assessed for documents hand-delivered at the Medicaid Administration building.	\$5.00

- (2) The Bureau of Medicaid shall make records available for inspection during normal business hours upon request. When it is determined by the Bureau of Medicaid that considerable effort shall be required to locate or assemble records in a suitable work area, the request to inspect records shall be granted within a reasonable time. Such decision shall rest solely with the Bureau of Medicaid.
- (3) The Bureau of Medicaid shall not permit records to be removed from the Bureau Administration building for purposes of inspection or reproduction except when directed to do so by court order.

(Rule 1200-13-11-01, continued)

- (4) The Medicaid reproduction of documents fees and procedures for public inspections of records as set out in paragraph (1), (2), and (3) above will also be applicable to the Bureau of TennCare.

**Authority:** T.C.A. §§4-5-202, 71-5-105, 71-5-109 and Public Chapter 358 of the Acts of 1993. **Administrative History:** Original rule filed March 16, 1992; effective April 30, 1992. Amendment filed March 18, 1994; effective June 1, 1994. Amendment filed June 9, 1994; effective August 23, 1994.