

DATE: September 17, 1999

TO: Executive Staff
Area Managers
Direct Service Unit Supervisors
Contract Agency Directors
Authorized Administrative Manual Holders

FROM: Donald I. Habkirk, Jr.,
Executive Director

RE: **EXECUTIVE DIRECTIVE 1 / 1999**
Collection of Fees for Copies of Clinical Records Information

The Review/Release of Information procedure in MCCMH Policy 3-02-030, "Recipient Access to Clinical Record," VI.H.2., has been revised.

Effective immediately, MCCMH staff shall **not charge and collect fees** for copies of information contained in clinical records provided to recipients, parents of minor recipients, or guardians. Such copies shall be provided free of charge, as appropriate. The revised policy will be distributed as soon as possible.

DIH:rsw

Please retain Executive Directive 2/1999 in your Administrative Manual following Divider "A" until revised MCCMH Policy 3-02-030 has been distributed.