

Format Requested in Patient or Patient-Directed Requests	Format that Records are Maintained	Copy Fees
<u>Electronic copy</u> on CD mailed to patient or third party	Maintained <u>electronically</u>	\$6.50 flat fee
<u>Electronic copy on USB mailed</u> to patient or third party	Maintained <u>electronically</u>	\$6.50 flat fee
<u>Electronic copy</u> e-mailed to patient	Maintained <u>electronically</u>	Free of charge
<u>Paper copy mailed</u> to patient or third party	Maintained <u>electronically</u>	Free of charge
<u>Electronic copy</u> on USB (mailed to patient or third party)	Maintained on <u>paper</u>	Cost of USB; cost of postage
Electronic copy e-mailed to patient	Maintained on <u>paper</u>	Free of charge
<u>Paper copy mailed</u> to patient or third party	Maintained on <u>paper</u>	Free of charge