

Dorian Angebrandt, LCSW (dba Choices in Counseling, LLC) Records Policy

Requests for the preparation of hard copies of records for individual and/or third party use are subject to fees in accordance with the State of Indiana Insurance Regulations (Title 760 Department of Insurance). The following fees will be assessed through Choices in Counseling:

- A. \$20.00 initial preparation fee per records request (Includes up to 10 individual pages).
- B. \$0.50 additional preparation fee per additional individual page in excess of 10 pages (pages 11-50).
- C. \$0.25 additional preparation fee for all pages 51 and higher.
- D. Mailing materials and postage costs will be billed to the individual/company requesting records at a minimum of \$5.00 for envelope and certified mailing fees. Additional postage rates may apply.
- E. Rush orders or other special circumstances may incur additional fees up to \$20.00 per records request.

NOTE: Due to confidentiality reasons, we are typically unable to email or fax records. Records will be mailed to the individual/company requesting records.