

**SMITH COUNTY MEMORIAL HOSPITAL,
OPERATED UNDER LEASE BY, GREAT PLAINS OF SMITH COUNTY, INC.
POLICY AND PROCEDURE
OBTAINING COPIES OF OR ACCESS TO PUBLIC RECORDS
PURSUANT TO THE KANSAS OPEN RECORDS ACT- KORA
K.S.A. 45-215 ET SEQ.
("OPEN RECORDS POLICY")**

OFFICE HOURS: 8 A.M. TO 5 P.M., Monday -Friday, except official state holidays.

DESIGNATED CUSTODIAN/ FREEDOM OF INFORMATION OFFICER: Allen Van Driel, Chief Executive Officer, is the person designated by Great Plains of Smith County, Inc. ("we" and "us") as the official custodian of public records authorized to accept requests for copies or access to public records under this Open Records Policy and to fulfill the responsibilities as designated custodian and local freedom of information officer for this organization. Questions related to this Open Records Policy and official requests for public records may also be directed to our Freedom of Information Officer Leslie Lacy, Regional Vice President at the address below.

PRIVACY OFFICER FOR MEDICAL RECORDS: All requests for medical records containing any protected health information are exempt from disclosure pursuant to K.S.A. § 45-221(a)(3), but may be obtained with patient authorization, or as otherwise permitted under our HIPAA Policy, by sending a written request with a proper release of information to our **Privacy Officer, Attention: HIM Department, Release of Information** at the address below.

WRITTEN REQUEST: We require that requests for access to or copies of public records be made in writing in order to adequately document the request and clarify exactly what records are being sought. All requests for records shall state the requester's name, mailing address, and a contact phone number. The requester should provide detailed information about the records being requested to aid the staff in determining if such records exist and are possessed by us. Requests for records not yet in existence or documents to be created prospectively cannot be honored. Requests for public records should be made to Designated Custodian stated above at the following address:

Smith County Memorial Hospital
Attention: Designated Custodian of Public Records
921 E. Hwy 36 P.O. Box 349
Smith Center, KS 66967
Facsimile: (785) 282-6331

RESPONSE TIME: We will act upon requests as soon as possible, with some response being made to the requester no later than three (3) business days following the receipt of the written request. If it appears that additional time will be needed, fees will be assessed, or some of the records may be closed by law, a written response will be provided as soon as the records have been located and reviewed. The response may deny your request or limit or refuse the disclosure of any

record, in whole or in part, where the records that are not subject to the Kansas Open Meetings Act and/or are not subject to mandatory disclosure or are exempt from disclosure pursuant to K.S.A. § 45-221, K.S.A. § 45-230, or as otherwise provided by Kansas law. If the request is denied, we will identify generally the records to be denied and the specific legal authority for the denial.

FEES: The following rates shall apply:

1. **COPIES:** 25¢ per page for paper copies, \$0.125 per page for electronic copies plus the cost of the CD or flash drive.
2. **MAILING:** 50¢ for first 5 pages, 25¢ for additional 5-page increments for paper copies, electronic copies may be mailed or transmitted electronically and the cost calculated upon the volume; FAX, 65¢ per 10 page fax.
3. **STAFF TIME:** Will be charged at the rate of pay of \$30.00 per hour. The time charged may include the time spent to access records maintained on computer facilities, review records to determine whether closure exceptions apply and/or to redact open from closed information.
4. **ADDITIONAL FEES:** Any other costs incurred by us in connection with complying with a record request may be assessed to the requester. We will provide an estimate of the fees which shall be paid prior to us gathering the records. However, in order to assure payment, the final cost of providing access to or furnishing copies must be paid before the records are provided. If the final cost is less than the estimate, the requestor will be reimbursed for the difference. Payment may be made by check or money order. Returned checks will incur an additional fee of \$30.
5. **FAXING AND AIR EXPRESS DELIVERY:** Generally, records may be faxed if the request is for fewer than 15 pages and fax time and facilities are readily available. If air express delivery is requested, the requester shall arrange for pick up and packaging of the records and all associated costs for such delivery shall be paid by the requester. The record custodian has sole discretion as to whether to honor requests for faxing or express delivery. The costs of any requested delivery will be paid by the requestor.
6. **REQUESTS FOR ELECTRONIC FORMAT RECORDS:** The Designated Custodians will be the sole judges of the ability we may have to comply with any record requests for the records to be provided in electronic format or for records that must be produced in any special computer-generated format. For example, some computer programs and software do not permit or allow easy electronic conversion and we may have to provide copies of records in PDF or similar format.

DISPLAY: This Open Records Policy will be displayed on our official website and other places through our facility as directed by the Designated Custodian.