

**JIM GIBBONS**  
Governor

**MICHAEL J. WILLDEN**  
Director



**RICHARD WHITLEY, MS**  
Administrator

**TRACEY D. GREEN, MD**  
State Health Officer

STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
**HEALTH DIVISION**  
**BUREAU OF HEALTH CARE QUALITY AND COMPLIANCE**

INFORMATION REQUEST

Health Facilities/Lab Services  
1550 E. College Parkway  
Suite 158  
Carson City, Nevada 89706  
(775) 687-4475  
Fax: (775) 687-6588

Health Facilities/Lab Services  
4220 S. Maryland Parkway  
Suite 810, Building D  
Las Vegas, NV 89119  
(702) 486-6515  
Fax: (702) 486-6520

Radiological Health  
4150 Technology Way  
Suite 300  
Carson City, Nevada 89706  
(775) 687-7550  
Fax: (775) 687-7552

Radiological Health  
2080 E. Flamingo  
Suite 319  
Las Vegas, Nevada 89119  
(702) 486-5280  
Fax: (702) 486-5024

I am requesting information from the files of the Bureau of Health Care Quality and Compliance as indicated below:

Name of Facility: \_\_\_\_\_

Information Requested: \_\_\_\_\_

\_\_\_\_\_

Check Appropriate Box:

( ) Copies of Documents \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

( ) Review Documents in Office

Name & Address of person requesting information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number of person requesting information: \_\_\_\_\_

By my signature, I verify that I have received information about the possibility of copy charges.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 214 COPY CHARGES

Photocopies for the public should be charged according to the following policy. Proper bookkeeping and receipt procedures must be used.

- A. This policy must be posted in a conspicuous place in each office where the public is charged a fee for copies of public records.
- B. A copy of this policy shall be available to the public at any location where copies of public records are available.
- C. A member of the public requesting copies shall be notified of the fee before the copies are made.
- D. Agencies are encouraged to send photocopying jobs involving large numbers of copies to Quick Print. The charge to the public shall be the same as the bill received by the agency from Quick Print.
- E. If an agency elects to make copies in-house because of the small number of copies requested, or to preserve the security and integrity of files, or other reasons; charges shall consist of a per-copy charge plus a staff time charge for “extraordinary use of personnel” (NRS 239.055) in accordance with the following table:

Copy Charge	+	Staff Time Charge	=	TOTAL CHARGE		
<u>0 – 99 Copies</u> NO CHARGE		<u>Under 1 Hour</u> NO CHARGE				
<u>100 + Copies</u> 2 cents per copy, counting from the first copy. <i>Example:</i> 99 copies would be free 102 copies would be \$2.04		<u>1 Hour +:</u> “Extraordinary Use of Personnel” <i>Charged time starts after the free first hour and is charged in ½-hour increments. Less than 15 minutes of an increment is not charged. 15 minutes or more of an increment is charged as ½ hour.</i>				
		<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">                     Personnel spending all of their time assisting with copying:  <u>Professional Staff</u> - \$29 per hour  <u>Clerical Staff</u> - \$19 per hour                 </td> <td style="width: 50%; vertical-align: top;">                     Personnel able to carry out other duties while monitoring file use or assisting with copying:  <u>Professional Staff</u> - \$7 per hour  <u>Clerical Staff</u> - \$5 per hour                 </td> </tr> </table>	Personnel spending all of their time assisting with copying: <u>Professional Staff</u> - \$29 per hour <u>Clerical Staff</u> - \$19 per hour	Personnel able to carry out other duties while monitoring file use or assisting with copying: <u>Professional Staff</u> - \$7 per hour <u>Clerical Staff</u> - \$5 per hour		
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<b>Example:</b>						
240 copies @ 2 cents each = <u>\$4.80</u>	+	<i>Professional staff spends 3 hrs. 20 min. in area to monitor file usage, but is able to do other jobs at the same time.</i> First hour free. Charge for 2 ½ hours at \$7/hr. = <u>\$17.50</u> <i>Clerical staff spends 1 hr. 40 min. at the copy machine making copies.</i> First hour free. \$9.50 for next ½ hour. Less than 15 minutes in next ½ hour increment, so no charge. Charge for clerical staff = <u>\$9.50</u>	=	<u>\$31.80</u>		