



## E-Record Fees

If your file is not yet organized, CERA can provide Record Organization. We will organize the medical records into a tabbed, Bates Stamped notebook. The fee for this service is \$50/hr. and the time required to organize is dependent on the file size.

We can take the newly organize file or your already organized records and place them on CD using E-Record. For CD production, there is a \$15 minimum charge for the first E-Record CD. These fees assume pages are single sided, one size and are 8½ X 11 inches.

| Number of Pages | Price Per Page   |
|-----------------|------------------|
| Up to 1,000     | \$ 0.05 per page |
| 1,001 – 2,000   | \$ 0.03 per page |
| > 2,000         | \$ 0.02          |

If this is a file you have provided the above fees assume that all staples and paper clips have been removed and file is “ready to scan”. Prices also assume pages are not bound or in multiple folders. If the file is complex to handle additional fees will apply. This additional fee will be charged in one of two ways depending on which is more cost effective to you. You will be charged either an additional \$25/hr. for complex files or an additional \$0.10 per page fee for pages that need to be “hand glassed”.

Pages are scanned in 300 dpi resolution unless otherwise specified. One CD with file in PDF (Adobe Acrobat Format) is provided. Other formats are available including e-Copy (Canon’s Format) and multipage tiff. Software for Acrobat and Canon are available and can be provided on the CD. We do not distribute software specific for multipage tiff viewers. Additional CDs after the first are \$5 each. If you provide a color image we can place your logo on the CD label.

If the scanned file is large (> 10 megabytes) it will be divide it into smaller files. This is due to the fact that some older computers have problems processing files greater than 10 megabytes. The original larger file is also provided.

Postage is not charged unless records need to be returned and then this is billed at our cost. Records will be returned using standard postage unless FedEx is requested. If you require an estimate for Record Organization and/or E-Record, please provide page numbers and the number of CDs needed. Services for full color scanning, enlargements and mounting are also available. Please call for pricing.

Mailing address for E-Record is:

CERA, Inc.  
Attention: E-Record  
P. O. Box 11247  
Pensacola, FL 32524-1247

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