

GUIDE 14 / PLAN YOUR SUPPORT

Medical records pricing and service guide

See exactly how page-based organization pricing works, what counts, and how to prepare a readable digital collection.

What you will leave with: Calculate your organization cost without a quote and understand the service boundary.

Use this guide with current official instructions. Complete worksheets privately; do not send sensitive information through the website.

Understand the published price

Standalone medical records organization costs \$175 for a supplied set of 1-100 pages, plus \$1 for each supplied page above 100. This formula applies to every page count, including collections over 500 pages. No quote is required for the page-based organization price. The minimum is \$175 for a nonempty set, even if you supply fewer than 100 pages. Zero pages means no records set to organize, not a \$175 order.

The formula is: $\$175 + \text{the number of pages above 100}$. For a set of 100 pages or fewer, the additional-page amount is zero. Count the pages you intend to supply before using the calculator. Enter a whole number; do not estimate by file size, appointment count, or number of PDF files.

See the calculation

Supplied pages	Included first 100	Additional pages at \$1	Total
25	\$175	0	\$175
100	\$175	0	\$175
101	\$175	1	\$176
250	\$175	150	\$325
350	\$175	250	\$425
500	\$175	400	\$575
800	\$175	700	\$875

Fictional worked example

Riley has four PDFs containing 72, 94, 31, and 53 pages. The supplied set totals 250 pages. The first 100 pages cost \$175 and the remaining 150 cost \$150, for a total of \$325. If Riley includes another 20-page file, the total becomes 270 pages and \$345. The number of files does not change the calculation.

Count every supplied page

1. Open each PDF and record the page total shown by the viewer. For other readable digital documents, establish the actual page count in the supplied version.
2. Add the totals across all files. Include blank pages, duplicates, cover sheets, and other pages within the supplied set.
3. Review the collection privately before delivery. If you choose to create a smaller working set, preserve the complete originals and do not alter clinical findings or signed statements.
4. Record the final file list and page count. Recalculate if you change the supplied collection.
5. Use the published formula to see the total. Collections above 500 pages follow exactly the same \$1-per-additional-page rule.

A 10-page duplicate is still 10 supplied pages when included. A file that contains 100 pages is 100 pages even if some pages contain little text. A calculator is only as accurate as the count entered, so retain your count worksheet.

Prepare a usable digital set

Supply readable digital records through the verified secure process when that process is available. Check orientation, missing pages, and whether passwords prevent access. Keep a source inventory and original copies. Clearly identify separate files and date ranges so the collection can be traced. If the documents are unreadable or inaccessible, resolve that issue before delivery rather than expecting page-based organization to reconstruct missing content.

The staging website currently has medical uploads, client intake, payment, and electronic signatures disabled. Do not upload records, paste health information into a website field, or attempt to pay through a disabled control. This guide explains the service and lets you estimate privately; it does not create an order or authorize medical-record delivery.

Know what organization does and where other services begin

Records organization makes supplied material easier to navigate. It does not create medical opinions, diagnose conditions, evaluate functional capacity, or decide whether OPM should approve an application. Do not interpret an organized collection as a certification that the evidence is sufficient. Provider clarification, legal advice, and official application decisions remain separate responsibilities.

The \$1,800 program includes 350 pages as a separate program benefit. Do not add the standalone 350-page price to that program merely because this table shows \$425. This guide's table prices a standalone organization service. It does not redefine the program's other terms or invent an overage rule for its included allocation. Review the program description for its specific scope.

Private price worksheet and final check

Your private worksheet

File labels and page totals, without medical details:

Total supplied pages:

Pages above 100:

Additional-page cost at \$1 each:

Total standalone cost: \$175 plus additional-page cost:

Am I estimating standalone organization or reviewing a program inclusion?

☐ The set has at least one page.

☐ Blank and duplicate supplied pages are counted.

☐ The final files are readable and accessible.

☐ Original records are preserved unchanged.

☐ The calculation includes every page over 100, even above 500.

☐ I understand that no quote is needed for this standalone formula.

☐ I have not submitted sensitive data or payment through staging.

Pricing policy and official references

TFDR published medical records pricing and service scope · OPM SF 3112 documentation requirements

Reviewed October 14, 2026. Check current official sources before acting.

TFDR provides independent non-attorney education. These resources are not official forms, legal advice, medical opinions, or individualized tax advice. You prepare and submit your own application. OPM determines eligibility.