

## RELEASE OF INFORMATION FEE SCHEDULE

An administrative fee of \$30.00 shall apply to all **PATIENTS, SUBSTITUTE DECISION MAKERS (SDM), PARENTS AND LAWYERS**. This includes an initial set amount for photocopying and/or printing of a record and shall include pages 1-20. This fee may also be charged when a search does not yield the return of a patient's record. Requests will not be processed until such time as the processing fee is received. Additional fees may be levied in addition to the processing fee and is to be paid prior to release of the records. The non-refundable processing fee, as well as a valid consent, should be included with the request to avoid delays.

HST will be applied to all release of information requests for Canadian customers.

**PLEASE NOTE:** *The allowable amount for a fee charged to an individual shall not exceed \$30.00 for any of the following:*

1. Receipt and clarification, if necessary, of a request for a record
2. Providing an estimate
3. Locating and retrieving
4. Reviewing a record for not more than 15 minutes
5. Preparation of a response letter to an individual
6. Preparation of a record for photocopying, printing or electronic transmission
7. Packaging photocopied or printed copies of a record for shipping or faxing
8. If electronically stored, transmitting a copy of the electronic record instead of printing a copy
9. Supervising an individual during examination of original record for not more than 15 minutes

### THE FOLLOWING FEES MAY BE CHARGED IN ADDITION TO THE \$30.00 FEE FOR SERVICES OUTLINED ABOVE

Item	Requestor/Request Type - Description	Fee
I	For making/providing photocopies or computer printouts of a record	0.25¢/page after first 20 pages
II	For making/providing a paper copy of a record from microfilm/fiche	0.50¢/page
III	For making/providing a Floppy Disk or CD containing a copy of a record stored in electronic format	\$10.00
IV	For making/providing a copy of a microfilm or record stored on microfilm	16 mm - \$25.00 36 mm - \$32.00
V	For making/providing a microfiche copy of a record stored on microfiche	0.50¢/sheet
VI	Reviewing a record longer than initial 15 minutes included in \$30.00 fee	\$6.75/15 minutes or less (surcharge)
VII	STAT/Urgent Request (within 1-5 Business Days) - Lawyer/Insurance Company/Consulting Firm	\$300.00 in addition to scheduled fee
VIII	Insurance Company/Consulting Firm/Rehabilitation Agency (OT, PT and Chiropractor) Request	\$160.00 - first 20 pages; \$1.00/page after first 20
IX	Criminal Injuries Compensation Board	\$140.00 flat fee
X	Research	\$50.00 Administration Fee - Includes pages 1-20; 0.50¢/page after first 20
XI	Workplace Safety and Insurance Board (WSIB)	\$48.15 - Flat Fee
XII	WSIB Appeals Tribunal	\$30.00 Fee - Includes pages 1-20; 0.25¢/page after first 20

Item	Requestor/Request Type - Description	Fee
XIII	Legal Aid	\$50.00 - Flat Fee
XIV	Off-site chart retrieval	\$25.00 - Surcharge (non-urgent request)
XV	Supervising an individual examination of original records	\$6.75 for every 15 minutes
XVI	For the review by a health information custodian, or an agent of the custodian, of the contents of a record to determine if the record contains personal health information to which access may be refused	\$45.00 for every 15 minutes after the first 15 minutes
XVII	Attorney General - Capacity Board	0.20¢/page
XVIII	College of Physicians and Surgeons/College of Nurses of Ontario/Ontario Nurses Association/Other Registered Professional Colleges	0.25¢/page
XIX	Insurance/Medical Form	\$30.00
XX	Time of Birth Documentation	\$30.00
XXI	Birth Verification Letter	\$30.00
XXII	Date of Admission and/or Discharge Verification	\$30.00
XXIII	Fetal Monitoring Strips	\$30.00
XXIV	De-identification of Records	\$45.00/hour
XXV	Training to access online charts (up to two hours) (ex: To facilitate research)	\$100.00
XXVI	Printing a photograph from a negative or photograph stored in electronic form per print: (a) Measuring 4" x 5" (b) Measuring 5" x 7" (c) Measuring 8" x 10" (d) Measuring 11" x 14" (e) Measuring 18" x 20"	\$10.00 \$13.00 \$19.00 \$26.00 \$32.00
XXVII	For making and providing a copy of a 35 mm slide	\$2.00
XXVIII	For making and providing a copy of an audio cassette	\$5.00
XXIX	For making and providing a copy of a ¼", ½", ¾" or 8 mm video cassette (a) That is one hour or less in length (b) That is more than one hour but not more than two hours in length	\$20.00 \$25.00
XXX	For making and providing a copy of a ¾" video cassette (a) That is not more than 30 minutes in length (b) That is more than 30 minutes but not more than 1 hour in length	\$18.00 \$23.00
XXXI	For producing a record stored on medical film, including x-ray/CT/MRI	\$5.00 per film

**THE FOLLOWING REQUEST TYPES/REQUESTORS ARE PROCESSED WITHOUT CHARGE**

Item	Requestor/Request Type - Description	Fee
A	Board of Education	Free
B	Canada Pension	Free
C	Children's Aid Society (CAS)	Free
D	Coroner	Free
E	Department of Veteran's Affairs	Free
F	Healthcare Institution/Hospital	Free
G	Healthcare Provider to Healthcare Provider	Free
H	Police	Free
I	Public Trustee	Free
J	Social Services	Free