



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 + HST 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. Preparation of a response letter to an individual
5. Preparation of a record for photocopying, printing, or electronic transmission
6. Packaging photocopied or printed copies of a record for shipping or faxing
7. If electronically stored, transmitting a copy of the electronic record instead of printing a copy

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 Supervising an Individual's Examination of Records.	\$6.75/15 minutes or less (surcharge)
IV	STAT/Urgent Request (within 1-5 Business Days) - Lawyer/Insurance Company/Consulting Firm	\$300.00 in addition to scheduled fee
V	Insurance Company/Consulting Firm/Rehabilitation Agency (OT, PT and Chiropractor) Request	\$160.00 - first 20 pages; \$1.00/page after first 20
VI	Criminal Injuries Compensation Board	\$140.00 – Flat Fee
VII	Research	\$50.00 Administration Fee - Includes pages 1-20
VIII	Workplace Safety and Insurance Board (WSIB)	\$48.15 – Flat Fee
IX	WSIB Appeals Tribunal	\$30.00 Fee - Includes pages 1-20; 0.25¢/page after first

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X	Legal Aid	\$50.00 – Flat Fee
Item	Requestor/Request Type - Description	Fee
X	Legal Aid	\$50.00 - Flat Fee
XI	Off-Site Chart Retrieval	\$25.00 – Surcharge (non-urgent request)
XII	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
XIII	Attorney General – Capacity Board	0.20¢/page
XIV	College of Physicians and Surgeons/College of Nurses of Ontario/Ontario Nurses Association/Other Registered Professional Colleges	0.25¢/page
XV	Insurance/Medical Form	\$30.00
XVI	Time of Birth Documentation	\$30.00
XVII	Birth Verification Letter	\$30.00
XVIII	Date of Admission and/or Discharge Verification	\$30.00
XIX	Fetal Monitoring Strips	\$30.00
XX	De-Identification of Records	\$45.00/hour
XXI	Training to access online charts (up to two hours) – To Facilitate Research	\$100.00
XXII	Printing a photograph from a negative or photograph stored in electronic for 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
XVIII	For producing a record stored on medical film (x-ray/CT/MRI)	\$5.00

THE FOLLOWING REQUEST TYPES/REQUESTORS ARE PROCESSED WITHOUT CHARGE

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