



TORONTO CENTRAL LHIN

STANDARD RELEASE OF INFORMATION

FEE SCHEDULE

Patient/Parent/SDM and Lawyers Requests

The following fee of \$30.00 shall apply to all of the above listed requestors. 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 a return of a patient’s record.

Please note;

The amount of the fee that may be 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 of 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 of the photocopied or printed copy of the record for shipping or faxing.
8. If electronically stored, transmitting a copy of the electronic record instead of printing a copy.
9. Supervising of an individual during an examination of an original record for not more than 15 minutes.

The following additional fees may be charged on top of the \$30.00 fee as indicated above.

| <i>Item</i> | <i>Description</i> | <i>Fee</i> |
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| 1. | For making and providing photocopies or computer printouts of a record | .25¢ for each page after the first 20 pages |

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| 2. | For making and providing a paper copy of a record from microfilm or microfiche | .50¢ cents per page |
| 3. | For making and providing a floppy disk or a computer disk containing a copy of a record stored in electronic format | \$10.00 |
| 12. | 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 |
| 13. | For supervising an individual examination of original records | \$6.75 for every 15 minutes |

Additional Fees not indicated above;

| Requestor | Description | Fee |
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| Insurance Companies Consulting Firms Rehabilitation | Administration fee includes Pages 1-20 with additional fee for pages exceeding this. | \$160.00 Administration and search fee includes pages 1-20. Each additional page is \$1.00 |
| Urgent/Stat Requests Lawyers Insurance Companies Consulting Firms | Within 1-5 business days | Additional fee of \$300.00 on top of scheduled fee |
| Research | Administration fee includes Pages 1-20 with additional fee for pages exceeding this. | \$50.00 Administration fee includes pages 1-20 and Each additional page is .50¢. |
| Criminal Injuries Compensation Board | Flat fee | \$140.00 |
| Canada Pension Plan | Flat fee | \$140.00 |
| WSIB | Flat Fee | \$48.15 |
| College of Physician & Surgeons | Flat Fee | .25¢ per page |
| College of Nurses of Ontario/ ONA | Flat Fee | .25¢ per page |



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| Insurance/Medical Form | Flat Fee | \$30.00 |
| Birth Verification | Flat Fee | \$30.00 |
| Fetal Monitoring Strips | Flat Fee | \$30.00 |
| Off Site Retrieval | Additional Surcharge | \$25.00 for non-urgent request |
| Best Doctor's & MedEx | Administration fee includes Pages 1-20 with additional fee of .25¢/ page exceeding this. | \$30.00 |
| Office of the Children's Lawyer | | No Charge |
| Visit History | | No Charge |