

**HEALTH INFORMATION DEPARTMENT
STANDARD RELEASE OF INFORMATION
FEE SCHEDULE**

Patient/Parent/SDM and Lawyers Requests

The following fee of **\$30.00** shall apply to listed requestors in the table below. 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.

ITEM	DESCRIPTION	FEE
1.	For making and providing photocopies or computer printouts of a record	.25¢ for each page after the first 20 pages
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
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 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. 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
Colleges of <ul style="list-style-type: none"> • Physician & Surgeons • Nurses of Ontario • Regulated Health Professionals 	Flat Fee	.25¢ per page
Insurance/Medical Form	Flat Fee	\$30.00
Birth Verification	Flat Fee	\$30.00
Best Doctor's & MedEx	Administration fee includes Pages 1-20 with additional fee for pages exceeding this.	\$30.00 Administration and search fee includes pages 1-20. Each additional page is .25¢.
Office of the Children's Lawyer		No Charge
Visit History		No Charge