

Health Records – Fee Schedule

Requester	Fee	Additional Information
Patient	\$30.00 for first 20 pages / 0.25¢ / page thereafter + HST OR Electronic delivery: \$30 for a PDF of all electronic records + HST AND 0.25¢ / page for any manually scanned records + HST	Requester will be provided a fee estimate prior to complete processing.
Expedited Request	\$200.00 rush fee Plus \$30.00 for first 20 pages / 0.25¢ / page thereafter + HST OR Electronic delivery: \$30 for a PDF of all electronic records + HST AND 0.25¢ / page for any manually scanned records + HST Additional surcharge of \$7.00 for each off site chart recovery	Expedited request fee of \$200.00 and base fee of \$30.00 is required at time of request. Once received, the request will be completed within 72 hours. Outstanding balance will be invoiced with disclosure. ** Additional invoiced fees to be paid in full within 30 days
Lawyers Records of client's PHI (includes Children & Families Justice System, Legal Aid, Children's Lawyers)	30.00 for first 20 pages / 0.25¢ / page thereafter +HST OR Electronic delivery: \$30 for a PDF of all electronic records + HST AND 0.25¢ / page for any manually scanned records + HST Additional surcharge of \$7.00 for each off site chart recovery	Mandatory prepayment of \$30.00 is required at the time of request. Outstanding balance will be invoiced with disclosure. ** Additional invoiced fees to be paid in full within 30 days
Lawyers Not Client's PHI (includes Children & Families Justice System, Legal Aid, Children's Lawyers)	\$160.00 for first 20 pages / 0.25¢ / page thereafter + HST OR Electronic delivery: \$30 for a PDF of all electronic records + HST AND 0.25¢ / page for any manually scanned records + HST Additional surcharge of \$7.00 for each off site chart recovery	Mandatory prepayment of \$160.00 is required at the time of request. Outstanding balance will be invoiced with disclosure. ** Additional invoiced fees to be paid in full within 30 days

Search Time *Not applicable for patient submitted requests.	\$7.50 for every 15 minutes spent manually searching for records	
Preparation Time (inclusive of severing, running reports, extracting and restoring information from a backup database, and compiling information contained in other records into a new record) *Not applicable for patient submitted requests.	\$7.50 for every 15 minutes spent preparing records for disclosure	
Other Costs (general administrative costs) *Not applicable for patient submitted requests.	Case variant	
Insurance Companies	\$160.00 for first 20 pages / 0.25¢ /page thereafter + HST Additional surcharge of \$7.00 for each off site chart recovery	Mandatory prepayment of \$160.00 is required at the time of request. Outstanding balance will be invoiced with disclosure. ** Additional invoiced fees to be paid in full within 30 days
Criminal Injuries Board	\$140.00 flat fee + HST	
Independent Allied Health Professionals (Physiotherapists, Chiropractors, Private Pay Clinics, and Psychiatrists)	\$30.00 for first 20 pages / 0.25¢ / page thereafter + HST Electronic delivery – please inquire	
Worker's Compensation Board	\$48.15 (flat rate) + HST \$56.05 Medical Note from Doctor + HST \$97.53 Medical/Complex Requests + HST	
College of Physicians and Surgeons	0.25¢ / page to maximum 200 pages + HST Electronic delivery – please inquire	
College of Nurses of Ontario	0.25¢ / page to maximum 200 pages + HST Electronic delivery – please inquire	
Canada Pension/Ministry of Labour	\$50.00 flat rate + HST	
Verification of admission/discharge (date/time) Verification of birth (proof / time)	\$30.00 + HST	
Completion of Forms e.g. pension forms, insurance forms, compassionate leave forms	\$30.00 + HST	

Hospital/MD's/Coroner/Police/Dept. of Veteran Affairs, or Agencies Authorized in PHA Reg. 965	No charge	
Research/Statistics Database Search Chart Review (ICES)	See HIREB Application Form Electronic access – please inquire	ICES and Funded Research
Patients requesting to view their charts in the department	\$6.75 for every 15 minutes of supervision	
Courier Fees	In accordance to vendor fee schedule	