

### Health Records – Fee Schedule

| Requester   | Fee  | Additional Information  |
|---|--|---|
| Patient   | \$30.00 for first 20 pages /<br>0.25¢ / page thereafter + HST<br><br>OR<br><br>Electronic delivery:<br>\$30 for a PDF of all electronic records + HST<br><br>AND<br><br>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<br>Plus \$30.00 for first 20 pages /<br>0.25¢ / page thereafter + HST<br><br>OR<br><br>Electronic delivery:<br>\$30 for a PDF of all electronic records + HST<br><br>AND<br><br>0.25¢ / page for any manually scanned records + HST<br>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.<br><br><b>** Additional invoiced fees to be paid in full within 30 days</b> |
| Lawyers<br><b>Records of client's PHI</b><br>(includes Children & Families Justice System, Legal Aid, Children's Lawyers) | 30.00 for first 20 pages /<br>0.25¢ / page thereafter +HST<br><br>OR<br><br>Electronic delivery:<br>\$30 for a PDF of all electronic records + HST<br><br>AND<br><br>0.25¢ / page for any manually scanned records + HST<br>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.<br><br><b>** Additional invoiced fees to be paid in full within 30 days</b>   |
| Lawyers<br><b>Not Client's PHI</b><br>(includes Children & Families Justice System, Legal Aid, Children's Lawyers)        | \$160.00 for first 20 pages /<br>0.25¢ / page thereafter + HST<br><br>OR<br><br>Electronic delivery:<br>\$30 for a PDF of all electronic records + HST<br><br>AND<br><br>0.25¢ / page for any manually scanned records + HST<br>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.<br><br><b>** Additional invoiced fees to be paid in full within 30 days</b>  |

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| Search Time<br><br>*Not applicable for patient submitted requests.   | \$7.50 for every 15 minutes spent manually searching for records  |   |
| Preparation Time<br><br>(inclusive of severing, running reports, extracting and restoring information from a backup database, and compiling information contained in other records into a new record)<br><br>*Not applicable for patient submitted requests. | \$7.50 for every 15 minutes spent preparing records for disclosure  |   |
| Other Costs<br><br>(general administrative costs)<br><br>*Not applicable for patient submitted requests.   | Case variant  |   |
| Insurance Companies  | \$160.00 for first 20 pages /<br>0.25¢ /page thereafter + HST<br><br>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.<br><br>** Additional invoiced fees to be paid in full within 30 days |
| Criminal Injuries Board  | \$140.00 flat fee + HST   |   |
| Independent Allied Health Professionals<br>(Physiotherapists, Chiropractors, Private Pay Clinics, and Psychiatrists)   | \$30.00 for first 20 pages /<br>0.25¢ / page thereafter + HST<br><br>Electronic delivery – please inquire   |   |
| Worker's Compensation Board  | \$48.15 Hospital Records Request (flat rate) + HST<br>\$56.05 Medical Note from Doctor + HST<br>\$112.10 Medical/Complex Requests (flat rate) + HST |   |
| College of Physicians and Surgeons   | 0.25¢ / page to maximum 200 pages + HST<br>Electronic delivery – please inquire   |   |
| College of Nurses of Ontario   | 0.25¢ / page to maximum 200 pages + HST<br>Electronic delivery – please inquire   |   |
| Canada Pension/Ministry of Labour  | \$50.00 flat rate + HST   |   |
| Verification of admission/discharge (date/time)<br><br>Verification of birth (proof / time)  | \$30.00 + HST   |   |
| Completion of Forms<br>e.g. pension forms, insurance forms, compassionate leave forms  | \$30.00 + HST   |   |

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| Hospital/MD's/Coroner/Police/Dept. of Veteran Affairs, or Agencies Authorized in PHA Reg. 965 | No charge  |                          |
| Research/Statistics Database Search<br><br>Chart Review (ICES)                                | See HIREB Application Form<br><br>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                                 |                          |