

Release of Information Fee Schedule Health Records

Fee Schedule Effective September 1, 2015 is as follows:

Item	Requester	Fee	Additional Information
1.	Patient Copies:	\$30.00 1-20 pages / 0.25¢ / page thereafter 0.50 per page when copies are from microfilm/fiche	Requester will be informed of the fee being charged. Payment required prior to disclosure of the information.
2.	Same Day requests (other than patient requests)	\$200.00 In addition, \$30.00 1-20 pages / 0.25¢ / page thereafter Additional surcharge of \$7.00 for each off site chart recovery	Requester will be informed of the fee being charges and payment required prior to disclosure of the information.
3.(a)	Lawyers- records of client's PHI (includes Children & Families Justice System, Legal Aid, Children's Lawyers)	\$30.00 1-20 pages / 0.25¢ / page thereafter Additional surcharge of \$7.00 for each off site chart recovery	Mandatory prepayment of \$30.00 is required at the time of request. The balance owing will be invoiced upon disclosure. The additional invoiced charge is required to be paid in full within 30 days of charge fee. Administration fee: \$25.00 (invoiced when returning facsimiled requests (optional))
3.(b)	Lawyers- Not Client's PHI (includes Children & Families Justice System, Legal Aid, Children's Lawyers)	\$160.00 1-20 pages / 0.25¢ / page thereafter Additional surcharge of \$7.00 for each off site chart recovery	Mandatory prepayment of \$160.00 is required at the time of request. The balance owing will be invoiced upon disclosure. The additional invoiced charge is required to be paid in full within 30 days of charge Administration fee: \$25.00 (invoiced when returning facsimiled requests (optional))
4.	Insurance Companies	\$160.00 1-20 pages / 0.25 /page thereafter Additional surcharge of \$7.00 for each off site chart recovery	Mandatory prepayment of \$160.00 is required at the time of request. The balance owing will be invoiced upon disclosure. The addition invoiced charge is required to be paid in full within 30 days of charge fee. Administration fee: \$25.00 (invoiced when returning facsimiled requests (optional))
5.	Criminal Injuries Board	\$140.00 flat fee	

6.	Independent Allied Health Professionals (Physiotherapists, Chiropractors Requested of Physiotherapists, Allied health professionals and psychiatrists)	\$30.00 1-20 pages / 0.25¢ / page thereafter	
7.	Worker's Compensation Board	\$48.15 (flat rate) \$56.05 Medical Note from Doctor.	
8.	College of Physicians and Surgeons	0.25¢ /pp to maximum 200 pages	
9.	College of Nurses of Ontario	0.25¢ /pp to maximum 200 pages	
10	Canada Pension/Ministry of Labor	\$50.00 flat rate	
11.	Verification of admission/discharge (date/time) Verification of birth (proof / time)	\$30.00	
12.	Completion of Forms e.g. pension forms, insurance forms, compassionate leave forms	\$30.00	
13.	Hospital/MD's/Coroner/ Police/Dept of Veteran Affairs, Agencies Authorized in PHA Reg.518/88 Coroner's request	No charge	
14.	Research/Statistics Database Search Chart Review (ICES)	See HIREB Application Form	ICES and Funded Research
15.	Patients requesting to view their charts in the department	Supervising an individual's examination of original records \$6.75 for every 15 minutes	

16.	Faxing on request Local Canada International Receiving	\$1.50 first 5 pages - 0.25¢ per page thereafter \$3.00 first 5 pages - \$2.00 per page thereafter \$4.00 first 5 pages - \$3.00 per page thereafter \$1.50 first 5 pages - \$3.00 per page thereafter	
17	Courier fee	In accordance to vendor fee schedule	

Please Note: The Manager or delegate will authorize any request to waive or modify the fee schedule for any requestor.