

## RELEASE OF INFORMATION FEE SCHEDULE

### **Patient/Parent/Substitute Decision Maker and Lawyers Requests**

An administrative 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.

**HST** and postage fees will be applied to all requests for Canadian customers.

**The fee amount 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 an individual during examination of original record for not more than 15 minutes.

**Some of the following fees may be charged IN ADDITION TO \$30.00 fee as indicated above.**

Item	Description	Fee
1	For making/providing photocopies, computer printouts or electronic copies of a record	0.25¢/page after first 20 pages
2	For making/providing a paper or electronic copy of a record from microfilm/fiche	0.50¢/per page
3	For supervising an individual reviewing original records either on paper or stored in electronic format	\$6.75 for every 15 minutes
4	Off-site storage retrieval	\$25.00 per box
5	Patient's visits history	No charge (admin. fee doesn't apply)

**Additional Fees not indicated above:**

Requestor	Description	Fee
Insurance Companies	Administration fee includes pages 1-20; additional fee per page.	\$160.00 Administration & search fee includes pages 1-20. \$1.00 each additional page
Urgent/Stat Requests for: Lawyers, Insurance Companies & Consulting Firms	Within 1-5 business days	Additional fee of \$300.00 on top of all scheduled fees

Urgent/Stat Requests for: Patients, Next of Kin, SDM, POA or Executor(rix)	Within 1-5 business days	Additional fee of \$100.00 on top of all scheduled fee
Research	\$50.00 Administration fee includes pages 1-20;	.50¢ each additional page
Best Doctor's	\$30.00 includes pages 1-20; additional fee per page.	Additional .25¢/page after first 20 pages
Criminal Injuries Compensation Board	Flat fee	\$140.00
Legal Aide	Flat fee No storage fee charged	\$50.00
WSIB Out of Province WSIB	Flat Fee Pre request Flat Fee	\$48.15
College of Physician & Surgeons College of Nurses of Ontario College of Pharmacists or any other Regulatory College of Ontario	Flat rate	.25¢ per page
Insurance/Medical Form, Birth Verification, Fetal Monitoring Strips	Flat Fee	\$30.00
De-identification of records		\$45.00 / hour
Office of the Children's Lawyer		No Charge
Requests from: <ul style="list-style-type: none"> <li>• Police</li> <li>• Coroner</li> <li>• CCAC</li> <li>• MoHLTC</li> <li>• Service Canada</li> </ul>	For any legally mandated purpose	No Charge
Attorney General – Capacity Board (separated from the Colleges)	\$50 Administrative fee includes pages 1-20	.20¢/per page after first 20 pages
Ministry of Labour	\$30.00 fee includes pages 1- 20; additional fee per page	Each additional page at \$0.25 per page
Office of the Public Guardian and Trustee	*as per the Substitute Decisions Act, we will not be charging for the first 20 pages	Each additional page at \$0.25 per page