

Release of Information Fee Schedule

Requester	Description	Fee
Parent / Patient/Substitute Decision Maker	Flat Fee	\$30.00
Lawyer/Legal Representative	Flat Fee	\$30.00
Insurance Companies	Flat Fee	\$30.00
Completion of Insurance / Medical Form(s)	Flat Fee	\$30.00
Office of the Children’s Lawyer		No Charge
Regulatory College (CPSO, CNO, etc.)	Flat Fee	\$30.00
Research	Flat Fee	\$50.00
Rush/Stat Request (within 1 -5 business days)		\$300.00 (on top of scheduled fee)
Visit History		No Charge
WSIB	Flat Fee	\$48.15
Circle of Care (Family physician and other health care practitioners)		No Charge

The above fees include:

- Receipt and clarification, if necessary, of a request for a record.
- Providing an estimate.
- Locating and retrieving.
- Preparation of a response letter.
- Preparation of a record for printing or electronic transmission.
- If electronically stored, transmitting a copy of the electronic record instead of printing a copy.

Additional fees may apply for printed materials (\$0.25 per page or \$0.50 per page if from microfilm or microfiche), and other request types, as applicable. An invoice will be issued prior to records being produced.