



***Release of Information
Fee Schedule***

**Patient/Parent/Substitute Decision Maker (SDM)/Lawyers/Consulting
Firms/Rehabilitation Requests**

The following 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.

Please note;

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

The following additional fees may be charged on top of the \$30.00 fee as indicated above.

<i>Item</i>	<i>Description</i>	<i>Fee</i>
1.	For making and providing photocopies or computer printouts of a record	.25¢ for each page after the first 20 pages
2.	For making and providing a paper copy of a record from microfilm or microfiche	.50¢ cents per page
3.	For making and providing a floppy disk or a computer disk containing a copy of a record stored in electronic format	\$10.00
4.	For making and providing a microfiche copy of a record stored on microfiche	.50¢ per sheet

<i>Item</i>	<i>Description</i>	<i>Fee</i>
5.	For making and providing a copy of a micro film or a record stored on microfilm that is;	16mm - \$25.00 35mm - \$32.00
6.	For printing a photograph from a negative or from a photograph stored in electronic form, per print.	
	i. Measuring 4" x 5"	\$10.00
	ii. Measuring 5" x 7"	\$13.00
	iii. Measuring 8" x 10"	\$19.00
	iv. Measuring 11" x 14"	\$26.00
	v. Measuring 18" x 20"	\$32.00
7.	For making and providing a copy of a 35 mm slide	\$2.00
8.	For making and providing a copy of an audio cassette	\$5.00
9.	For making and providing a copy of a 1/4", 1/2", 3/4" or 8 mm video cassette	
	i. That is one hour or less in length.	\$20.00
	ii. That is more than one hour but not more than two hours in length.	\$25.00
10.	For making and providing a copy of a 3/4" video cassette	
	i. That is not more than 30 minutes in length	\$18.00
	ii. That is more than 30 minutes but not more than 1 hour in length	\$23.00
11.	For producing a record stored on medical film, including x-ray, CT and MRI films	\$5.00 per film
12.	For the review by a health information custodian or an agent of the custodian of the contents of a record to determine if the record contains personal health information to which access may be refused	\$45.00 for every 15 minutes after the first 15 minutes
13.	For supervising an individual examination of original records	\$6.75 for every 15 minutes

Additional Fees not indicated above;

<i>Requestor</i>	<i>Description</i>	<i>Fee</i>
Insurance Companies	Administration fee includes Pages 1-20 with additional fee for pages exceeding this.	\$160.00 Administration and search fee includes pages 1-20. Each additional page is \$1.00



<i>Item</i>	<i>Description</i>	<i>Fee</i>
Urgent/Stat Requests Lawyers Insurance Companies Consulting Firms	Within 1-5 business days	Additional fee of \$300.00 on top of scheduled fee
Research	Administration fee includes Pages 1-20 with additional fee for pages exceeding this.	\$50.00 Administration fee includes pages 1-20 and Each additional page is .50¢.
Criminal Injuries Compensation Board	Flat fee	\$140.00
WSIB	Flat Fee	\$48.15
College of Physician & Surgeons	Flat Fee	.25¢ per page
College of Nurses of Ontario	Flat Fee	. 25¢ per page
Insurance/Medical Form	Flat Fee	\$30.00
Birth Verification	Flat Fee	\$30.00
Fetal Monitoring Strips	Flat Fee	\$30.00
Off Site Retrieval	Additional Surcharge	\$25.00 for non-urgent request
Office of the Children's Lawyer		No Charge
Visit History		No Charge

