

Release of Information Fee Schedule Health Records

Fee Schedule Effective February 28, 2023 is as follows:

Item	Requester	Fee	Additional Information
1.	Patient Copies:	\$30.00 1-20 pages / 0.25¢ / page thereafter	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	Requester will be informed of the fee being charges and payment required prior to disclosure of the information.
3.	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	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.
4.	Insurance Companies	\$160.00 1-20 pages / 0.25 /page thereafter	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	



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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.	Hospital/MD's/Coroner/Police/Dept of Veteran Affairs, Agencies Authorized in PHA Reg.518/88 Coroner's request	No charge	
12.	Patients requesting to view their charts in the department	Supervising an individual's examination of original records \$5.00 for every 15 minutes	
13.	Courier fee	In accordance with vendor fee schedule	

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