



RELEASE OF INFORMATION FEE* SCHEDULE
Health Information Services (HIS)

There is no fee to release patient health information to other health care facilities or physicians, for continuity of patient care.

Item	Description	Fee
1.	Insurance Companies Best Doctors Urgent Stat Requests (Within 1-5 days)	\$160.00 includes 20 pages copied @ \$1.00/copy Additional fee of \$300 on top of scheduled fee
2.	Insurance/Medical form	\$30 Flat Rate Fee
3.	Legal Firms/Legal Aid (including Best Doctors) Urgent Stat Requests (Within 1-5 days) Prepayment required in all cases	\$30.00 includes 20 pages copied @ .25 cents/copy Copied @ .50 cents/copy from microfilm Additional fee of \$300 on top of scheduled fee for Urgent Stat Requests
4.	All third-party requests (Ministry of Labor, Public Guardian & Trustee)	\$30.00 includes 20 pages, after copied @ .25 cents/copy Copied @ .50 cents/copy from microfilm
5.	Office of Children's Lawyer	No Charge
6.	Criminal Injuries Compensation Board	\$140.00 Flat Rate Fee
7.	Rehabilitation Services	\$160.00 includes 20 pages copied. Each additional page \$1.00
8.	Workplace Safety and Insurance Board	\$48.15 Flat Rate Fee
9.	College of Physicians and Surgeons College of Nurses of Ontario and Optometrists	.25 cents/page Flat Rate Fee Copied @ .50 cents/copy from microfilm
10.	Patient/Substitute Decision Maker requests for records. Payment required prior to release of information	\$30.00 includes 20 pages Copied at 0.25 cents/ copy Copied @ .50 cents/copy from microfilm
11.	Proof of Birth	\$30.00
12.	Proof of Death	\$30.00
13.	Confirmation of Hospital visits if a letter is prepared	No charge for Computer Report \$30.00
14.	Time of Birth (Non-Medical)	\$30.00 Flat Rate Fee
15.	Fetal Monitoring Strips	\$30.00 Flat Rate Fee
16.	Off-Site Record Retrieval	\$25.00 per chart
17.	Research- ICES	\$50.00 flat fee Cost per chart access fee \$4.78 per chart Off-site record retrieval \$25.00 per chart Photocopying \$2.00 per page Copies from Microfilm to Paper \$3.00 /copy
18.	External/Internal Research (funded externally):	Administration Fee (includes 20 pages) \$50.00 flat fee Off-site record retrieval \$25.00 per chart Photocopying .50 cents each additional page Copies from Microfilm to Paper \$2.00 per copy CD of Radiology \$50.00
19.	Courier	In accordance with vendor fee schedule
20.	Coroner/Police/Dept of Veteran Affairs, Agencies Authorized in PHA Reg.518/88 Coroner's request/ Children's Aid Society	No charge
21.	Standard Shipping fees	Within Ontario is \$8.50/box Out of Province: in accordance with standard shipping fees

* Fees do not include taxes

** If a request has been processed & the requestor cancels the request, there will be \$30.00 non-refundable administrative fee