

Access to/Disclosure of Information Fee Schedule

Responsibility: Health Record Services

REGIONAL

As of Jan 12, 2011

RECIPIENT	TYPE OF REQUEST	FEE	ADDITIONAL CHARGES
Lawyer / Insurance Company	Copies	\$200 per request up to 20 pages/copies	\$1.00 per additional page/copy \$25.00 for DI CD \$10.00 for DI Film *Express Service available
Lawyer / Insurance Company	View chart	\$25.00 up to a 30 minute period. Copy charge is additional.	See above for copy charges
Lawyer/Insurance Company	Digital Images on CD	\$25.00 per CD	
London Family Court Clinic	Copies	\$50.00 flat fee	
Neighbourhood Legal Services London & Middlesex	Copies	\$50.00 flat fee	
WSIB Rate set by WSIB	Copies	\$48.15 per request up to 20 pages/copies	\$1.00 per additional page/copy
Criminal Injuries Compensation Board	Copies	\$100.00	
CPP/Disability Rate set by CPP/Income Securities	Copies	\$65 – Dr's letter & copies \$85 – Regular Photocopying \$125 max – large quantities for photocopying (>50 pages/copies)	
Public Guardian and Trustee / Advocacy	Copies	\$ 0.50 per page/copy (if hospital has requested the involvement of PG&T Office ... NO CHARGE for copies)	
Professional Regulated Colleges (Physicians & Surgeons; Nurses)	Copies	\$0.25 per page	
Patient / Substitute Decision Maker (SDM)	Copies Screen Print-of Treatment Dates Proof of Dates, Time of birth, Diagnosis, Blood Type	\$25.00 administrative/ processing fee per request up to 20 pages/copies	\$1.00. per additional page/copy *Express Service available \$25.00 for microfilm/microfiche information \$10.00 for retrieval of records from off -site storage-RMHC \$25.00 for DI CD
Patient / Substitute Decision Maker (SDM)	View chart	\$25.00 up to a 30 minute period. Copy charge is additional.	See above for copy charges
Patient/Substitute Decision Maker (SDM)	Digital Images on CD	\$25.00 per CD	

Research-Industry Sponsored	Retrieval of Hard Copy	\$5.00 per chart minimum Additional charge if information is in electronic format	Align with Access to PHI for Research Policy \$25.00 for DI CD \$10.00 for DI Film
Research-Peer Review	Retrieval of Hard Copy	\$5.00 per chart minimum Additional charge if information is electronic format	\$25.00 for DI CD \$10.00 for DI Film
Database Searches		\$25.00 per 30 minute period	
ICES Abstractors	Record Retrieval and Review	\$4.00 per chart minimum	12 or fewer charts-\$50.00 minimum Off-Site storage-cost of recovery
Physiotherapy Evaluation as requested by Rehab or Insurance Co.)	Record of Evaluation	\$200 per request up to 20 pages/copies	\$1.00 per additional page/copy *Express Service available
Family Physician Patient Chart Transfer to Another Health Care Provider	Copies	\$25.00 per person or \$50.00 per family	*Organization Specific*

NO CHARGE TO: Coroner, Executor of Estate for Deceased Patient-Autopsy Report (NON Coroner's Case) Law Enforcement, Children's Aid Society, Department of Veterans Affairs, Social Service Agencies, Ministry of Community and Social Services, Office of the Children's Lawyer, Ontario Review Board Lawyer (Mental Health), Consent / Capacity Board, or for Continuing Health Care Purposes.

***Express Fee –50% additional surcharge for requests required within 72 hours**

\$50.00 non-refundable administrative fee for all cancelled requests