



## RELEASE OF INFORMATION FEE SCHEDULE

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

MyUHN is a secure website or app for patients of University Health Network (UHN). myUHN lets you safely see your appointments and results from all UHN sites as soon as they are ready free of charge.

Additional information on how to register is in the following link:

<https://www.uhn.ca/PatientsFamilies/myUHN>

What type of personal health information can I see in myUHN?

- Test results from UHN labs, blood and urine tests, results from over 150 hospitals, community and public health labs stored in the Ontario Laboratories Information System (OLIS) from January 1, 2017 to Present.
- Medical imaging and pathology reports from January 1, 2017 to Present.
- Clinic notes, operative Reports and Discharge summaries regarding your diagnosis, type and length of treatment, how and when you will need follow-up care January 1, 2017 to Present.

What type of personal health information is NOT available in myUHN portal for patients?

- Results and reports from hospitals outside of UHN.
- Appointments, lab results and reports that are not entered electronically in UHN's main patient record.
- Historical results and reports prior to January 1, 2017 (i.e. lab reports, medical imaging reports, cardiology reports, pulmonary reports, radiation records, etc).

**For all other purposes not pertaining to the continuity of care, a prepayment administrative fee of \$30.00+HST shall apply to patients/parent/substitute decision maker and lawyer requests prior to producing copies of health records (for fees pertaining to other requestor types, see page 2 & 3):**

- The prepayment administrative fee for copies of your records includes the first 20pages being produced (i.e. paper copies, electronic, or myUHN delivery).
- After the first 20pgs, \$0.25 per page will be charge for any additional pages (cost will vary depending on size of records).
- Charges will apply to copies of records being produced that are not available on myUHN Patient Portal.
- Charges will apply to produce duplicate copies of records currently available on myUHN Patient Portal.

**HST will be applied to all release of information requests for all requestors.**

Item	Description	Fee
1	Prepayment administrative fee for Patient/Parent/Substitute Decision Maker and Lawyer Requests <ul style="list-style-type: none"> <li>Includes 20 pages for producing paper copies, providing electronic format (pdf) via secure email, or <u>delivery of records via myUHN Patient Portal</u></li> </ul>	\$30.00
2	Charges for additional pages after the first 20pages <ul style="list-style-type: none"> <li>Includes producing paper copies, providing electronic format (pdf via secure email, or pdf onto CD/USB), or <u>delivery of records via myUHN Patient Portal</u></li> </ul>	Additional \$0.25 per page after first 20 pages
3	For providing records in an electronic format (pdf) onto a CD or USB	Additional \$10.00 each
4	For making/providing a microfiche copy of a record stored on microfiche or to be transferrable to a CD/USB	Additional .50¢ per sheet
5	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
6	For making and providing Diagnostic Imaging on CD excluding reports (i.e. X-ray, MRI, CT scan)	\$10.00 per CD
7	For supervising an individual examination of original records either or paper of stored in electronic format	Additional \$6.75 for every 15 minutes

**Additional Fees not indicated above:**

Requestor	Description	Fee
Insurance Companies Consulting Firms Rehabilitation	Administration fee includes pages 1-20; additional fee per page.	\$160.00 Administration & search fee includes pages 1-20. \$1.00 per additional page (either paper or electronic copy)
Urgent/Stat Requests for: Lawyers, Insurance Companies & Consulting Firms	Within 1-5 business days	Additional fee of \$300.00 on top of all scheduled fees
Urgent/Stat Requests for: Patients, Next of Kin, SDM, POA or Executor(rix)	Within 1-5 business days	Additional fee of \$100.00 on top of all scheduled fee
Research	Administration fee includes pages 1-20; additional fee per page.	\$50.00 Administration fee includes pages 1-20. \$0.50 per additional page (either paper or electronic copy)
Criminal Injuries Compensation Board	Flat fee	\$140.00
Legal Aide	Flat fee No storage fee charged	\$50.00

Requestor	Description	Fee
WSIB Out of Province WSIB	Flat Fee Pre request Flat Fee	\$48.15 (includes HST)
College of Physician & Surgeons College of Nurses of Ontario College of Pharmacists or any other Regulatory College of Ontario	Flat rate	\$0.25 per page
Insurance/Medical Form, Birth Verification, Fetal Monitoring Strips	Flat Fee	\$30.00
Off Site Retrieval	Additional Surcharge	\$25.00 for non-urgent request
De-identification of records		\$45.00 / hour
Office of the Children's Lawyer, Visit History		No Charge
Requests from: <ul style="list-style-type: none"> <li>• Police</li> <li>• Coroner</li> <li>• CCAC</li> <li>• MoHLTC</li> <li>• Service Canada</li> </ul>	For any legally mandated purpose	No Charge
Attorney General – Capacity Board (separated from the Colleges)	Flat rate	\$0.20 per page
Ministry of Labour	Administration fee includes pages 1-20; additional fee per page	\$30.00 administration & search fee includes pages 1-20. Each additional page at \$0.25 per page
Office of the Public Guardian and Trustee	Administration fee includes pages 1-20; additional fee per page	\$30.00 administration & search fee includes pages 1-20. Each additional page at \$0.25 per page