



**TORONTO CENTRAL LHIN
STANDARD RELEASE OF INFORMATION FEE SCHEDULE**

Patient/Parent/Substitute Decision Maker and Lawyers Requests

An administrative 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.

HST will be applied to all release of information requests for Canadian customers.

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

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

Item	Description	Fee
1	For making/providing photocopies or computer printouts of a record which will include 20 pages	\$30.00
2	For making/providing photocopies or electronic copies either on paper or to be transferrable to a CD/USB	Additional .25¢ per page after first 20 pages
3	For making/providing a paper copy of a record from microfilm/fiche or to be transferrable to a CD/USB	Additional .50¢ per page
4	For making/providing a floppy disk or a computer disk(CD) containing a copy of a record stored in electronic format For making/providing a USB copy of a record stored in electronic format For making/providing a DVD copy of Images stored in electronic format	Additional \$10.00 each
5	For making/providing a microfiche copy of a record stored on microfiche or to be transferrable to a CD/USB	Additional .50¢ per sheet
6	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
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 each additional page
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. .50¢ each additional page
Criminal Injuries Compensation Board	Flat fee	\$140.00
Legal Aide	Flat fee No storage fee charged	\$50.00
WSIB Out of Province WSIB	Flat Fee Pre request Flat Fee	\$48.15
College of Physician & Surgeons College of Nurses of Ontario College of Pharmacists or any other Regulatory College of Ontario	Flat rate	.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"> • Police • Coroner • CCAC • MoHLTC • Service Canada 	For any legally mandated purpose	No Charge
Attorney General – Capacity Board (separated from the Colleges)	Flat rate	.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