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| **Alexandra Marine & General Hospital** | Health Records Manual | Initial Live Date:  -22- |
| Approved by: | Release of Information - Fee Schedule | Review Frequency: |

Any printed version of this document is only accurate on the date of printing. Always refer to the electronic version for the most current version.

Policy

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:

* Receipt and clarification, if necessary, of a request for a record.
* Providing an estimate.
* Locating and retrieving.
* Reviewing of a record for not more than 15 minutes.
* Preparation of a response letter to an individual.
* Preparation of a record for photocopying, printing or electronic transmission.
* Packaging of the photocopied or printed copy of the record for shipping or faxing.
* If electronically stored, transmitting a copy of the electronic record instead of printing a copy.
* Supervising an individual during examination of original record for not more than 15 minutes.

The following additional fees may be charged on top of the $30.00 fee as indicated above:

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| **Item** | **Description** | **Fee** |
| 1 | For making/providing photocopies or computer printouts of a record | .25¢ per page after first 20 pages |
| 2 | For making/providing a paper copy of a record from microfilm/fiche | .50¢ per page |
| 3 | For making/providing a floppy disk or a computer disk containing a copy of a record stored in electronic format | $25.00 |
| 4 | For making/providing a microfiche copy of a record stored on microfiche | .50¢ per sheet |
| 5 | For making/providing a copy of a micro film or record stored on microfilm that is: | 16mm - $25.00 35mm - $32.00 |
| 6 | For printing a photograph from a negative or photograph stored in electronic form, per print. | |
|  | 1. Measuring 4” x 5” | $10.00 |
|  | 1. Measuring 5” x 7” | $13.00 |
|  | 1. Measuring 8” x 10” | $19.00 |
|  | 1. Measuring 11” x 14” | $26.00 |
|  | 1. Measuring 18” x 20” | $32.00 |
| 7 | For making and providing a copy of a 35 mm slide | $2.00 |
| 8 | For making and providing a copy of an audio cassette | $5.00 |
| 9 | For making and providing a copy of a ¼”, ½”, ¾” or 8 mm video cassette | |
|  | 1. That is one hour or less in length. | $20.00 |
|  | 1. That is more than one hour but not more than two hours in length. $25.00 |  |
| 10 | For making and providing a copy of a ¾” video cassette |  |
|  | 1. That is not more than 30 minutes in length | $18.00 |
|  | 1. That is more than 30 minutes but not more than 1 hour in length | $23.00 |
| 11 | For producing a record stored on medical film, including x-ray/CT/MRI | $5.00 per film |
| 12 | 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 |
| 13 | For supervising an individual examination of original records | $6.75 for every 15 minutes |

Additional Fees not indicated above:

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| **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 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 | $50.00 |
| WSIB | Flat Fee | $48.15 |
| Attorney General – Capacity Board | Flat rate | .20¢ per page |
| College of Physician & Surgeons | Flat Fee | .25¢ per page |
| College of Nurses of Ontario | Flat Fee | .25¢ per page |
| Insurance/Medical Form | Flat Fee | $30.00 |
| Birth Verification | Flat Fee | $30.00 |
| 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 |  | No Charge |
| Visit History |  | No Charge |

**References**

Toronto Central LHIN Standard Release of Information Fee Schedule, January 2012.