

Schedule of fees for release of information – Starting January 1, 2023

The Basic Fee :	Plus HST
• Receipt and clarification of the request. • Providing an estimate of the fee. • Locating and retrieving the record. • Review of content for not more than 15 minutes to determine if the record contains personal health information to which access may be refused. • Preparation of a response letter. • Preparation of the record for photocopying, printing or electronic transmission. • Photocopying up to a maximum of 20 pages. • Packaging of the photocopied or printed copy of the record for shipping or faxing. • Cost of faxing a copy to a fax number in Ontario or mailing a copy of records by ordinary mail to an address in Canada. • Electronically transmitting a copy of the electronic record. • Supervising the individual's examination of the original record for not more than 15 minutes.	30.00\$

Additional Fees :	
• Making and providing photocopies or computer copies of a record.	0.25\$ for each page after the first 20 pages.
• Making and providing a paper copy of a record from microfilm or microfiche.	0.50\$ per page
• Producing a record stored on medical film, including x-ray, CT and MRI films.	5.00\$ per film
• Review by a health information custodian or an agent of the custodian of the contents or a record to determine if the record contains personal health information for which access may be refused.	45.00\$ for every 15 minutes after the first 15 minutes
• Supervising an individual's examination of original records.	6.75\$ for every 15 minutes after the first 15 minutes
• Courier charges, when the record is sent by courier at the patient's request.	25.00\$