



POLICY AND PROCEDURE

SUBJECT:	SCHEDULE OF FEES FOR RELEASE OF HEALTH INFORMATION	POLICY NO.	750.03
DEPARTMENT:	HEALTH RECORDS, ALLIANCE CENTRE	DATE APPROVED:	1989-10
		SIGNATURE:	
ISSUED BY:	HEALTH RECORDS DEPARTMENT	REVISED:	96-04, 99-05, 2005-02, 2012-05, 2018-06, 2019-09, 2024-09, 2025-02
		REVIEWED:	2022-11

PURPOSE: To apply charges consistently to release of information requests as per the IPC order HO-14, HO-009 Fee Scheme "Reasonable cost recovery".

PROCEDURE:

1. Charges will apply for photocopies of health records unless the request relates to the ongoing care and treatment of the patient or unless the person making the request has a legal entitlement to access the health record without charge, i.e. Ministry of Community of Social Services, not for profit government agencies, etc.
2. Rates for photocopies will be as per "Schedule of Fees for Release of Information".
3. The "Schedule of Fees for Release of Information" will be reviewed on an annual basis.
4. WSIB pays for their photocopies based on their current fee schedule.

N.B.: The above guidelines also apply to photocopies of microfiche, electronic medical records and scanned documents.

Reference: Schedule of fees document (page 2 of 1)
WSIB fee schedule.
IPC Order HO-009, HO-14



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SCHEDULE OF FEES FOR RELEASE OF INFORMATION
(As per Health Records policy **750.03**)

	Basic fee*	HST	Total	
Third party records (Lawyers, etc.)	30.00 ----- (+) 480pgs/ 150.00	3.90 ----- (+) 480pgs/ 19.50	33.90 ----- Maximum Rate of \$169.50	First 20 pages; ----- thereafter: \$0.25/page up to 500/pages.
Patient's own record Producing a record stored on medical film, electronic medical record (EMR) or scanned records	30.00	3.90	33.90	First 20 pages; thereafter: \$0.25/page .
Self-Chart viewing / Under 5 printed pages Supervising examination of originals	4.43	0.58	5.01	\$5 For every 15 minutes
Insurance records (Basic Fee/Flat Rate)	100.00	13.00	113.00	
WSIB (Provider #9834)			48.15	
For the review by a health information custodian or an agent of the custodian: Contents of a record to determine if the record contains personal health information to which access or disclosure may or shall be refused				\$45 for every 15 minutes after the first 15 minutes

Schedule of fees – Re: Policy 750.03

Revised and approved - February 2025