Rural Roads Health Services
Alexandra Hospital Ingersoll
Tillsonburg District Memorial Hospital

Release of Information Fee Schedule
Health Information Management

RECIPIENT	TYPE OF REQUEST	BASE FEE	ADDITIONAL CHARGES
Lawyer	Copies	$30.00 administrative / processing fee per request (includes first 20 pages/copies)	$0.25 per additional photocopied page *Express service available
Insurance Company	Copies	$30.00 administrative / processing fee per request (includes first 20 pages/copies)	$0.25 per additional photocopied page *Express service available
WSIB	Copies	$48.15 per request	
Criminal Injuries Compensation Board	Copies	$30.00 administrative / processing fee per request (includes first 20 pages/copies	$0.25 per additional photocopied page
CPP/Disability	Copies	$30.00 administrative / processing fee per request (includes first 20 pages/copies)	$0.25 per additional photocopied page
Public Guardian and Trustee / Advocacy	Copies	$ 0.50 per page/copy (if hospital has requested the involvement of PG&T Office … NO CHARGE for copies)	
Professional Colleges (Physicians & Surgeons; Nurses)	Copies	$30.00 administrative / processing fee per request (includes first 20 pages/copies)	$0.25 per additional photocopied page
Patient / Substitute Decision Maker (SDM)	Copies Proof of Dates Letter Time of Birth Diagnoses Blood Type View Chart	$30.00 administrative/processing fee per request (includes up to 20 pages/copies and where applicable supervising examination of the original record for not more than 15 minutes) $5.00/chart for offsite retrieval Additional Charge if information is on microfilm/microfiche ($0.50 / page)	$0.25 per additional photocopied page
	Visit History Printout	$30.00 administrative / processing fee per request (includes first 20 pages/copies	
Patient / SDM / Lawyer	View chart	$30.00 administrative / processing fee + $6.75 for every 15 minutes (after initial 15 minutes) to supervise examination of original records	$0.25 per additional photocopied page if copies are requested > 20 pages
Anyone…	Produce CD for Images Produce USB Courier for Delivery	$10.00 for making and providing a CD of a record stored in electronic form** $90 Encrypted USB for making and providing a CD of a record stored in electronic form** ***Secure File Transfer available at no additional charge over base fees above*** Available if requested – additional fees apply	CD's currently only available in DI (for images)

Additional Fees may apply beyond those listed above; HST charged in addition to fees listed above

Express fee: Double the base fee for requests required within 7 business days.

NO CHARGE TO: Coroner, Executor of Estate for Deceased Patient-autopsy Report (NON Coroner's Case) Law Enforcement, CAS, Department of Veterans Affairs, Social Service Agencies, MCSS, Office of the Children's Lawyer, Ontario Review Board Lawyer (Mental Health), Consent/Capacity Board, or for Continuing Health Care Purposes

Note: Electronic records sent via Secure File Transfer will be charged at the base fee only. Hard copy records sent via Secure File Transfer will be charged at the base fee plus $0.25 per additional page.