



<b>Kirkland/Englehart and District Hospitals</b>			
Authorized by	Health Records	Number	<b>HER PRIV 113</b>
Responsible	Health Records	Issue Date	1985-01-01
Distribution	Health Records Finance Diagnostic Imaging	Review Date	2016-04-01
<b>FEE SCHEDULE FOR RELEASE OF INFORMATION</b>			

## **PURPOSE**

The Fee Schedule for Release of Information Policy is required to ensure fees are consistent across both organizations and in keeping with the prescribed IPC order HO-14

## **PROCEDURE**

- Charges that will be invoiced directly to patients should be discussed, authorized and pre-paid by the requestor **PRIOR** to carrying out the request whenever possible. Payments are made at the business office.
- A charge shall be made unless the request relates to the on-going care and treatment of the patient or unless the person/agency making the request has a legal entitlement to access the medical records without charge.
- Charges are reviewed on a regular basis to ensure that they are consistent with changes in direction.
- A Photocopy of request for information with the amounts to be charged will be delivered to accounts receivable in the business office. Invoices are mailed directly from the business office.
- Contact the Health Records Department for clarification regarding acceptable requests.

**RELEASE OF INFORMATION FEES**

<b>Requestor</b>	<b>Fees</b>
Canadian Mental Health Chiropractors, Naturopaths, Dentist Coroner Child and Family Services Medical Professionals/patient care Ministry of Community and Social Services Ministry of Correctional Services Ministry of Health Ministry of Attorney General Ministry of Labor Patients currently admitted to hospital requesting copies for on-going care	<b>No Charge</b>
Insurance Companies Law Firms WSIB (Appeal Tribunal) Benefits Disability Plan (US residents) Community Legal Services	<b>\$30.00 (for searches not more than 15min)(for first 20 pages) + \$.25 any additional pages + HST</b> <b>Add \$45.00 for any additional searches after the first 15min.</b>
<b>WSIB ON</b> (Call offices if outside of Ontario to verify what they pay for records)	<b>\$48.15 (flat rate) No HST Added</b>
College of Physicians and Surgeons/College of Nurses	<b>\$.25 per page + HST to a maximum of 200 pages</b>
Proof of Birth/Death/Attendance	<b>No Charge</b>
Copies of Health Records to former patient.	<b>\$ 30.00 (first 20 pages) + HST +\$.25 each additional page</b>
Criminal Injuries Compensation Board	<b>\$100.00 + HST ( flat rate)</b>
Diagnostic Imaging Images (CD's for DI tests)	<b>Refer Requestor to Diagnostic Imaging Department</b> <b>\$10.00 per CD</b>
Chart Review ( supervising the original records) - Insurance Company - Law Firms - Patients	<b>\$6.75 every 15 minutes + HST</b>

REVISION AND REVIEW HISTORY

Date	Details
2015-04-01	Made revisions to include EGH and KDH, updated fees in accordance with HO from Privacy Commissioner
2016-04-01	No changes