

**Release of Information  
Health Information Management  
Phone: (519) 621-2333 Ext. 1382  
Fax: (519) 740-4958**



May 4, 2026

<b>REQUESTER/TYPE</b>	<b>CHARGE</b>
Basic PHI request by patient for NON medical reasons (Including Administrative Letters)	Electronic copy \$46.00 processing fee Paper Copy \$46.00 pages 1-60 Each page over 60 is \$0.25ea **Paper copy only provided if requested as such**
Diagnostic CD or Pocket Health Access Code including medical reports for NON medical reasons	\$46.00 total
Diagnostic CD or Pocket health Access Code without medical reports for NON medical reasons	\$11.50 total
Time of Birth	No Charge to Patient
Visit History	No Charge to Patient
Proof of Birth Letter Proof of Birth Letter for Service Ontario	\$46.00/ea
Fax records to Healthcare Provider for continuing care	No Charge to Patient
Request by Law Offices, Insurance Company, Medchart, Best Doctors	Electronic copy \$46.00 (flat rate) Plus 13% HST Paper copy \$46.00 Each page over 60 is \$0.25ea Diagnostic imaging CD or Pocket Health Access Code \$11.50ea Courier \$15.00ea pkg
Supervising an individual's examination of an original record	\$8.00/15 mins
Worker's Compensation Board	\$48.15 (flat rate)
College of Physicians and Surgeons College of Nurses of Ontario	Electronic copy \$46.00 (flat rate) Plus 13% HST Courier \$15.00ea pkg
Expediting Fee	**FLAT FEE OF \$100.00 ADDED TO ABOVE COSTS, BEFORE TAXES IF APPLICABLE, TO EXPEDITE REQUEST**

**An exceptional healthcare organization keeping people at the heart of all we do**

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