

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



August 23, 2022

REQUESTER/TYPE	CHARGE
Basic PHI request by patient for NON medical reasons (Including Administrative and 'Proof of' Letters)	\$30.00 flat fee Each page over 20 is \$0.25ea Electronic copy \$30.00 processing fee + \$10.00 CD/USB fee
Diagnostic CD including medical reports for NON medical reasons	\$40.00 total
Diagnostic CD without medical reports (images only) for NON medical reasons	\$10.00 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	\$30.00/ea
Fax records to Healthcare Provider for continuing care	No Charge to Patient
Criminal Injuries & Compensation Board	\$30.00 flat fee Each page over 20 is \$0.25ea Plus 13% HST Diagnostic imaging CD \$10.00ea Courier \$15.00ea pkg
Request by Law Offices, Insurance Company, Medchart, Best Doctors	\$30.00 flat fee Each page over 20 is \$0.25ea Plus 13% HST Diagnostic imaging CD \$10.00ea Courier \$15.00ea pkg
Supervising an individual's examination of an original record	\$6.75/15 mins
Worker's Compensation Board	\$48.15 (flat rate)
'College of ' Request (Physicians and Surgeons, Nurses, etc.)	Electronic copy \$40.00 (flat rate) Plus 13% HST Courier \$15.00
**FLAT FEE OF \$50.00 ADDED TO ABOVE COSTS TO EXPEDITE REQUEST.	

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