



**TORONTO CENTRAL LHIN  
STANDARD RELEASE OF INFORMATION FEE SCHEDULE**

**Patient/Parent/Substitute Decision Maker and Lawyers Requests**

An administrative fee of **\$30.00** shall apply to all of the above listed requestors. This includes an initial set amount for photocopying and/or printing of a record and shall include pages 1-20. This fee may also be charged when a search does not yield a return of a patient’s record.

HST will be applied to all release of information requests for Canadian customers.

**The fee amount that may be charged to an individual shall not exceed \$30.00 for any of the following;**

1. Receipt and clarification, if necessary, of a request for a record.
2. Providing an estimate.
3. Locating and retrieving.
4. Reviewing of a record for not more than 15 minutes.
5. Preparation of a response letter to an individual.
6. Preparation of a record for photocopying, printing or electronic transmission.
7. Packaging of the photocopied or printed copy of the record for shipping or faxing.
8. If electronically stored, transmitting a copy of the electronic record instead of printing a copy.
9. Supervising an individual during examination of original record for not more than 15 minutes.

**The following additional fees may be charged on top of the \$30.00 fee as indicated above.**

Item	Description	Fee
1	For making/providing photocopies or computer printouts of a record	.25¢ per page after first 20 pages
2	For making/providing a paper copy of a record from microfilm/fiche	.50¢ per page
3	For making/providing a floppy disk or a computer disk containing a copy of a record stored in electronic format	\$10.00
4	For making/providing a microfiche copy of a record stored on microfiche	.50¢ per sheet
5	For making/providing a copy of a micro film or record stored on microfilm that is:	16mm - \$25.00 35mm - \$32.00
6	For printing a photograph from a negative or photograph stored in electronic form, per print.	
	i. Measuring 4” x 5”	\$10.00
	ii. Measuring 5” x 7”	\$13.00
	iii. Measuring 8” x 10”	\$19.00
	iv. Measuring 11” x 14”	\$26.00
	v. Measuring 18” x 20”	\$32.00
7	For making and providing a copy of a 35 mm slide	\$2.00
8	For making and providing a copy of an audio cassette	\$5.00
9	For making and providing a copy of a ¼”, ½”, ¾” or 8 mm video cassette	
	i. That is one hour or less in length.	\$20.00

	ii. That is more than one hour but not more than two hours in length.	\$25.00
10	For making and providing a copy of a ¾" video cassette	
	i. That is not more than 30 minutes in length	\$18.00
	ii. That is more than 30 minutes but not more than 1 hour in length	\$23.00
11	For producing a record stored on medical film, including x-ray/CT/MRI	\$5.00 per film
12	For the review by a health information custodian or an agent of the custodian of the contents of a record to determine if the record contains personal health information to which access may be refused	\$45.00 for every 15 minutes after the first 15 minutes
13	For supervising an individual examination of original records	\$6.75 for every 15 minutes

**Additional Fees not indicated above:**

Requestor	Description	Fee
Insurance Companies Consulting Firms Rehabilitation	Administration fee includes pages 1-20; additional fee per page.	\$160.00 Administration & search fee includes pages 1-20. \$1.00 each additional page
Urgent/Stat Requests for: Lawyers, Insurance Companies & Consulting Firms	Within 1-5 business days	Additional fee of \$300.00 on top of scheduled fee
Research	Administration fee includes pages 1-20; additional fee per page.	\$50.00 Administration fee includes pages 1-20. .50¢ each additional page
Criminal Injuries Compensation Board	Flat fee	\$140.00
Legal Aide	Flat fee	\$50.00
WSIB	Flat Fee	\$48.15
Attorney General – Capacity Board	Flat rate	.20¢ per page
College of Physician & Surgeons	Flat Fee	.25¢ per page
College of Nurses of Ontario	Flat Fee	. 25¢ per page
Insurance/Medical Form	Flat Fee	\$30.00
Birth Verification	Flat Fee	\$30.00
Fetal Monitoring Strips	Flat Fee	\$30.00
Off Site Retrieval	Additional Surcharge	\$25.00 for non-urgent request
De-identification of records		\$45.00 / hour
Office of the Children’s Lawyer		No Charge
Visit History		No Charge