

*** ATTENTION:** all requests for access to personal health information no longer require a pre-payment prior to processing. Upon receipt of a complete request with sufficient supporting documentation (*if applicable*), SJHH will process your request and provide you with a fee estimate prior to delivery or production of responsive records. If we do not receive a response within 90 days, we will consider your request abandon/withdrawn and you are required to submit a new request and updated authorization.

Requester	Fee
Patient	Option One: Paper Delivery
	\$30.00 for first 20 pages / 0.25¢ / page thereafter + HST
	Option Two: Electronic PDF Delivery via Secure Email
	\$30 for a PDF of all electronic records + HST <u>AND</u> 0.25¢ / page for any manually scanned records + HST
	Option Three: MyDovetale PDF Delivery
	\$30 for a PDF of all electronic records + HST <u>AND</u> 0.25¢ / page for any manually scanned records + HST
Request for Letter (confirming visit, birth or death) or Form Completion	\$30 + HST
Lawyers Requesting Access to Client Records (Includes Consent Capacity Board, Ontario Review Board, Children & Families Justice System, Legal Aid and the Office of the Children's Lawyers)	Option One: Paper Delivery
	\$30.00 for first 20 pages / 0.25¢ / page thereafter + HST <u>AND</u> Additional surcharge of \$7.00 for each off-site chart recovery
	Option Two: Electronic PDF Delivery via Secure Email
	\$30 for a PDF of all electronic records + HST <u>AND</u> 0.25¢ / page for any manually scanned records + HST <u>AND</u> Additional surcharge of \$7.00 for each off-site chart recovery
	Expedited Access Fee:
	\$200 fee in addition to the desired delivery method fee mentioned above *Request fulfilment guaranteed within 3 business days of receipt of payment. Outstanding balance invoiced with response
Lawyers Requesting Access to Non-Client Records (Includes Children & Families Justice System, Legal Aid, Children's Lawyers)	Option One: Paper Delivery
	\$160.00 for first 20 pages / 0.25¢ / page thereafter + HST <u>AND</u> Additional surcharge of \$7.00 for each off-site chart recovery
	Option Two: Electronic PDF Delivery via Secure Email
	\$160 for a PDF of all electronic records + HST <u>AND</u> 0.25¢ / page for any manually scanned records + HST <u>AND</u> Additional surcharge of \$7.00 for each off-site chart recovery
	Expedited Access Fee:
	\$200 fee in addition to the desired delivery method fee mentioned above *Request fulfilment guaranteed within 3 business days of receipt of payment. Outstanding balance invoiced with response
Insurance Companies	Option One: Paper Delivery
	\$160.00 for first 20 pages / 0.25¢ / page thereafter + HST <u>AND</u> Additional surcharge of \$7.00 for each off-site chart recovery
	Option Two: Electronic PDF Delivery via Secure Email
	\$160 for a PDF of all electronic records + HST <u>AND</u> 0.25¢ / page for any manually scanned records + HST <u>AND</u> Additional surcharge of \$7.00 for each off-site chart recovery
	Expedited Access Fee:
	\$200 fee in addition to the desired delivery method fee mentioned above *Request fulfilment guaranteed within 3 business days of receipt of payment. Outstanding balance invoiced with response

Record Review (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 for every 15 minutes after the first 15 minutes
Criminal Injuries Compensation Board	\$140.00 flat fee + HST
Independent Allied Health Professionals (Physiotherapists, Chiropractors, Private Pay Clinics, Opticians, and Psychologists)	\$30.00 for first 20 pages / 0.25¢ / page thereafter + HST Electronic delivery – please inquire
Workplace Safety and Insurance Board	\$48.15 Hospital Records Request (flat rate) + HST
	\$56.05 Medical Note from Doctor + HST
	\$112.10 Medical/Complex Requests (flat rate) + HST
College of Physicians and Surgeons of Ontario	0.25¢ / page to maximum 200 pages + HST Electronic delivery – please inquire
College of Nurses of Ontario	0.25¢ / page to maximum 200 pages + HST Electronic delivery – please inquire
Canada Pension/Ministry of Labour	\$50.00 flat rate + HST
Office of the Public Guardian and Trustee	0.50¢ / page after the 20 th page + HST
Hospitals/Physicians/Coroners/Police/Dept. of Veteran Affairs, or Agencies Authorized in PHA Reg. 965	No charge
Research Study	\$50.00 + HST initial search and copying fee for the first 20 pages/ 0.25¢ / page thereafter + HST
Patient Review of Records in HIM	\$6.75 for every 15 minutes of supervision (max. 1 hour session per day)
Courier Fee	In accordance with vendor fee schedule High volume requests may require courier delivery
Search Time *Not applicable for patient submitted requests.	\$7.50 for every 15 minutes spent manually searching for records
Preparation Time (inclusive of severing, running reports, extracting and restoring information from a backup database, and compiling information contained in other records into a new record)	\$7.50 for every 15 minutes spent preparing records for disclosure *Not applicable for patient submitted requests.
Other Costs (general administrative costs)	Case variant *Not applicable for patient submitted requests.