

St. Thomas Elgin General Hospital Access to/Disclosure of Information Fee Schedule

Responsibility: Health Record Services

2015

RECIPIENT	TYPE OF REQUEST	FEE	ADDITIONAL CHARGES
Lawyer	Copies	\$30 per request up to 20 pages/copies	\$.25 per additional page/copy *Express Service available
Insurance company	Copies	200.00 per request up to 20 pages/copies	\$1.00 per additional page/copy
Lawyer/Insurance Company/Third Party	Digital Images on CD	\$30.00 per CD	
Lawyer/Insurance Company/Third Party	Radiology Film(if available)	\$30.00 per request, film charge is additional	
Lawyer / Insurance Company	View chart	\$30.00 up to a 30 minute period. Copy charge is additional.	See above for copy charges
WSIB Rate set by WSIB	Copies	\$48.15 per request up to 20 pages/copies	\$1.00 per additional page/copy
Criminal Injuries Compensation Board	Copies	\$100.00	
CPP/Disability Rate set by CPP/Income Securities	Copies	\$65 – Dr's letter & copies \$85 – Regular Photocopying \$125 max – large quantities for photocopying (>50 pages/copies)	
Public Guardian and Trustee / Advocacy	Copies	\$ 0.50 per page/copy (if hospital has requested the involvement of PG&T Office ... NO CHARGE for copies)	
Professional Regulated Colleges (Physicians & Surgeons; Nurses)	Copies	\$0.25 per page	
Patient / Substitute Decision Maker (SDM) – personal copy (see definition)	Copies Screen Print-of Treatment Dates Proof of Dates, Time of birth, Diagnosis, Blood Type	\$30.00 administrative/processing fee per request up to 20 pages/copies Additional charge if information is on microfilm/microfiche	\$.25. per additional page/copy *Express Service available \$30.00 for microfilm/microfiche information
Patient / Substitute Decision Maker (SDM) – legal copy (link to definition)	Copies	\$30.00 per request up to 20 pages/copies	\$.25 per additional page/copy *Express Service available
Patient / Substitute Decision Maker (SDM)	View chart	\$30.00 up to a 30 minute period. Copy charge is additional.	See above for copy charges
Patient/Substitute Decision Maker (SDM) - personal copy	Digital Images on CD	\$25.00 per CD	

Patient/Substitute Decision Maker (SDM) - personal copy	Radiology Film	N/A	Will not be provided.
Research-Industry Sponsored	Retrieval of Hard Copy	\$5.00 per chart minimum Additional charge if information is in electronic format	Align with Access to PHI for Research Policy \$25.00 for DI CD \$10.00 for DI Film
Research-Peer Review	Retrieval of Hard Copy	\$5.00 per chart minimum Additional charge if information is electronic format	\$25.00 for DI CD \$10.00 for DI Film
Database Searches		\$25.00 per 30 minute period	
ICES Abstractors	Record Retrieval and Review	\$4.00 per chart minimum	12 or fewer charts-\$50.00 minimum Off-Site storage-cost of recovery
Physiotherapy Evaluation as requested by Rehab or Insurance Co.)	Record of Evaluation	\$200 per request up to 20 pages/copies	\$1.00 per additional page/copy *Express Service available
Family Physician Patient Chart Transfer to Another Health Care Provider	Copies	\$25.00 per person or \$50.00 per family	*Organization Specific*

NO CHARGE TO: Coroner, Executor of Estate for Deceased Patient-Autopsy Report (NON Coroner's Case) Law Enforcement, Children's Aid Society, Department of Veterans Affairs, Social Service Agencies, Ministry of Community and Social Services, Office of the Children's Lawyer, Ontario Review Board Lawyer (Mental Health), Consent / Capacity Board, or for Continuing Health Care Purposes.

***Express Fee –50% additional surcharge for requests required within 72 hours**
\$50.00 non-refundable administrative fee for all cancelled requests

Personal Chart Copy - To include.(but flexible according to judgment of staff/coordinator):

Face Sheet
Discharge Summary
ER record
Admission Record/History & Physical
Short Stay Record
Psychological Report
Operative Report
Clinical Progress Notes
Consultation Reports
Pathology
Labs
Radiology Reports
Special Tests

Legal Chart Copy

Complete Chart, copies of all documents (including backs of pages that contain legends, documentation instructions, etc.)