



Middlesex Hospital Alliance
Fee Schedule for Release of Information Requests

Please note: HST is in addition to the fees listed below. Other fees may also apply.

Recipient	Type of Request	Base Fee	Additional Charges
Lawyer	Copies	\$30.00 administrative/processing fee per request (includes first 20 pages/copies)	\$0.25 per additional photocopied page *Express service available for an additional fee
Insurance Company	Copies	\$30.00 administrative/processing fee per request (includes first 20 pages/copies)	\$0.25 per additional photocopied page *Express service available for an additional fee
WSIB	Copies	\$48.15 per request	
Criminal Injuries Compensation Board	Copies	\$30.00 administrative/processing fee per request (includes first 20 pages/copies)	\$0.25 per additional photocopied page
CPP/Disability	Copies	\$30.00 administrative/processing fee per request (includes first 20 pages/copies)	\$0.25 per additional photocopied page
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 Colleges (Physicians, Surgeons; Nurses)	Copies	\$30.00 administrative/processing fee per request (includes first 20 pages/copies)	\$0.25 per additional photocopied page

Patient/Substitute Decision Maker (SDM)	Copies Proof of Dates Letter Time of Birth Diagnoses Blood Type View Chart	\$30.00 administrative/processing fee per request (includes first 20 pages/copies and where applicable supervising examination of the original record for not more than 15 minutes) Additional Charge if information is on microfilm/microfiche (\$0.50/page)	\$0.25 per additional photocopied page *Express service available for an additional fee
Patient/Substitute Decision Maker (SDM)	Visit History Printout	\$30.00 administrative/processing fee per request (includes first 20 pages/copies)	
Patient/SDM/Lawyer	View Chart	\$30.00 administrative/processing fee plus \$6.75 for every 15 minutes (after initial 15 minutes) to supervise examination of original records	\$0.25 per additional photocopied page if copies are requested >20 pages
Anyone	Produce CD Produce USB Secure File Transfer	\$10.00 DI CD \$90.00 Encrypted USB Secure file transfer available at no additional charge over base fees above	

***Express fee: Double the base fee for requests required within 3 to 5 business days.**

Administrative fees for cancelled requests are non-refundable.

No fees will be charged to/for:

Coroners
 Executor of Estate for Deceased Patient – Autopsy Report (non-coroner’s case)
 Law enforcement
 Children’s Aid Society (CAS)
 Department of Veteran’s Affairs
 Social Service Agencies
 Ministry of Children, Community and Social Services (MCSS)
 Office of the Children’s Lawyer
 Ontario Review Board Lawyer (Mental Health)
 Consent/Capacity Board
 Continuing Health Care Purposes (ex. Circle of Care Requests)