

POLICY AND PROCEDURES MANUAL

Subject: Release of Information Fee Schedule

Functional Centre: Health Information Services

Revised: 2016 February

CORRESPONDENCE FEE SCHEDULE FOR HOTEL DIEU HOSPITAL AND KINGSTON GENERAL HOSPITALS

<i>Item</i>	<i>Description</i>	<i>Fee</i>
1.	Medical Professionals	No Charge
2.	Insurance Companies Best Doctors Urgent Stat Requests (Within 1-5 days)	\$160.00 includes 20 pages copied @ \$1.00/copy Additional fee of \$300 on top of scheduled fee
3.	Insurance/Medical form	\$30 Flat Rate Fee
4.	Legal Firms Urgent Stat Requests (Within 1-5 days) Prepayment required in all cases	\$30.00 includes 20 pages Copied @ .25 cents/copy Copied @ .50 cents/copy from microfilm Additional fee of \$300 on top of scheduled fee for Urgent Stat Requests
5.	Legal Aid Prepayment required in all cases (includes Best Doctors)	\$30.00 includes 20 pages, after copied @ .25 cents/copy Copied @ .50 cents/copy from microfilm
6.	Office of Children's Lawyer	No Charge
7.	Criminal Injuries Compensation Board	\$140.00 Flat Rate Fee
8.	Rehabilitation Services	\$160.00 includes 20 pages copied. Each additional page \$1.00
9.	Workplace Safety and Insurance Board	\$48.15 Flat Rate Fee
10.	College of Physicians and Surgeons College of Nurses of Ontario	.25 cents/page Flat Rate Fee Copied @ .50 cents/copy from microfilm
11.	Patient Access to review their chart for 15 minutes Supervising individual examination of original records over and above first 15 minutes	\$30.00 includes 20 pages Copied at 0.25 cents/ copy Copied @ .50 cents/copy from microfilm \$6.75 for every 15 minutes
12.	Proof of Birth	\$30.00
13.	Proof of Death	\$30.00
14.	Confirmation of Hospital Visits If a letter is prepared	No charge for Computer Report \$30.00
15.	Time of Birth (Non-Medical)	\$30.00 Flat Rate Fee
16.	Fetal Monitoring Strips	\$30.00 Flat Rate Fee
17.	Off-Site Record Retrieval	\$25.00 per chart

Approved by: _____
Director of Registration and Health Information Services