

**Woodstock General Hospital  
Health Record Department  
Access to/Disclosure of Information Fee Schedule  
Revised Jan 20, 2020**

<b>RECIPIENT</b>	<b>TYPE OF REQUEST</b>	<b>FEE</b>	<b>ADDITIONAL CHARGES</b>
Legal Requests including London Family Court Clinic, Neighbourhood Legal Services London/Middlesex	Copies	\$30 per request up to 20 pages/copies	\$0.25 per additional page/copy \$0.50 per page for Microfilm/Microfiche \$10.00 for DI CD \$10.00 for DI Film *Express Service available
Insurance Company	Copies	\$30 per request up to 20 pages/copies	\$0.25 per additional page/copy \$0.50 per page for Microfilm/Microfiche \$10.00 for DI CD \$10.00 for DI Film
All requests	View chart	\$6.75 for every 15 minutes. Copy charge is additional.	See specific lines for copy charges
WSIB <b>Rate set</b> 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 <b>Rate set</b> 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)	Copies Screen Print-of Treatment Dates Proof of Dates, Time of birth, Diagnosis, Blood Type	\$30.00 per request up to 20 pages/copies	\$0.25 per additional page/copy \$0.50 per page for Microfilm/Microfiche *Express Service available \$10.00 for DI CD

Research	Retrieval of Hard Copy	\$5.00 per chart minimum Additional charge if information is in electronic format	\$10.00 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

**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