

**St. Joseph's General Hospital Elliot Lake
Medical Records Department
POLICY/PROCEDURE MANUAL**

Department:	Medical Records
Subject:	Fee Schedule for Release of Personal Health Information
Policy/Procedure Number:	MRD I-a-70
Distribution List:	Intranet
Approved By:	Mona Viel, Mgr/PCSS – BD.51/09
Date Originated:	April 22, 1996
Last Reviewed:	June 23, 2011, June 2022
Date(s) Revised:	August 2002, February 2008, November 2009, July 1, 2010, July 4, 2011, June 7, 2022
Senior Manager's Signature:	Bruce M. Beakley, VP of HR, Strategy & Transformation

POLICY

In accordance with Section 54 (10-11) of the Personal Health Information Protection Act (PHIPA), St. Joseph's General Hospital Elliot Lake will charge a reasonable cost recovery fee for access to Personal Health Information.

The Privacy Officer may waive the payment of all or part of the fee that an individual is required to pay if, in the hospital's opinion, it is fair and equitable to do so as defined under Section 54 (12) of PHIPA.

As of July 4, 2011, fees will abide with the guidelines that were defined in Order HO-009 <http://decisions.ipc.on.ca/ipc-cipvp/hipa/en/135119/1/document.do> by the Information and Privacy Commissioner of Ontario.

Patients/3rd Party on Behalf of Patient	
Viewing of chart/copies	\$30.00 (20) \$0.25/pg - \$0.50
Supervising chart review	Initial cost (15 mins) \$6.75/additional 15 minutes
Lawyer	\$30.00 (20) \$0.25/pg
Third Party Request	
Insurance Company	\$200.00 (10) + \$1/pg
WSIB Ontario	Based on WSIB published rates
Research Fees	
ICES	Based on ICES policy rates

**St. Joseph's General Hospital Elliot Lake
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POLICY/PROCEDURE MANUAL
Subject: Destruction of Medical Records
Number: MRD I-d-10
Page 2**

PROCEDURE

An invoice for payment will be completed by Medical Records Clerk and attached to the requested Health Information. The individual requesting the Health Information will be taken to the Business Office for payment to be processed.

For requests being mailed out, the Medical Records Clerk will send an invoice along with the request Health Records.

References:	Local Data Management Partnership (LDMP), PHIPA, IPC
Reviewed in consultation with:	Mike Hukezalie CEO, Pierre Ozolins AED/PCS, Board of Trustees (Nov 2009), Heather Negrych, CFO, Medical Records Team, Bruce Beakley, VP HR
Policy Credits (author?):	Mona Viel, Manager PCSS
Corresponding Policies:	
Corresponding Forms:	
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