

FEES CHART

To Process a Request for Personal Health Information

Personal Health Information Privacy and Access Act

Actions required to Process Request	Qualifier	Fees prescribed by the Act		Total
Search and Preparation	First 2 hours	Free		Free
	After first 2 hours	\$15 per 30 min	___min	\$_____
Copying	Able to be copied using a photocopier or printer	\$0.25 per page	___pages	\$_____
	Not able to be copied using a photocopier or printer	Actual Cost Incurred		\$_____
Computer Programming or Data Processing	Internal programming or data processing	\$10 per 15 min	___min	\$_____
	External programming or data processing	Actual Cost Incurred		\$_____
Mail and courier delivery	Regular Mail	No charge		Nil
	Courier Service	Actual Cost Incurred		\$_____
Waiver of Fees	<i>Discretionary*</i>	Fees voluntarily removed by custodian		- \$_____

			TOTAL FEES	\$ _____
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Custodian : _____ Client/Patient: _____
Date: _____ Date: _____

** Custodians have the discretion to waive part or all of the fees depending on the circumstances such as when payment of fees would impose an unreasonable financial hardship on the individual.*