

## 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
<b>Search and Preparation</b>	First 2 hours	Free		Free
	After first 2 hours	\$15 per 30 min	___min	\$_____
<b>Copying</b>	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		\$_____
<b>Computer Programming or Data Processing</b>	Internal programming or data processing	\$10 per 15 min	___min	\$_____
	External programming or data processing	Actual Cost Incurred		\$_____
<b>Mail and courier delivery</b>	Regular Mail	No charge		Nil
	Courier Service	Actual Cost Incurred		\$_____
<b>Waiver of Fees</b>	<i>Discretionary*</i>	Fees voluntarily removed by custodian		- \$_____

			<b>TOTAL FEES</b>	\$ _____
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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.*