



FEE NOTICE

The *Personal Health Information Protection Act (PHIPA)* came into effect November 1, 2004. PHIPA is a new provincial law that governs the collection, use, and disclosure of personal health information within the health care system. The object is to keep personal health information confidential and secure; while allowing for the effective delivery of health care services.

As a patient, you have the right to access your personal health information and you may be charged a reasonable fee to cover the costs for processing your request. Typical fee charges are summarized below.

Fee Charges for Requests for Personal Health Information

Application Fee	\$5.00 – to be paid when submitting your request
Search Time	\$7.50 per ¼ hour – when required to search and retrieve records
Record Preparation	\$7.50 per ¼ hour – when required to prepare records for release
Photocopying	\$0.20 cents per page
Computer Programming	\$15.00 per ¼ hour if needed to develop a program to retrieve information
Media	\$10.00 per disk/cd

NOTE: The application fee for Personal Health Information may be waived under certain circumstances. Please speak with the Chief Privacy Officer for specifics. Your cheque or money order should be made payable to the District of Timiskaming Social Services Administration Board and must be included with your Access Request.

If the anticipated fees are \$25.00 or more, a fee estimate will be issued. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay a 50% deposit.

Appeal Process

Certain decisions made with respect to requests for access to Personal Health Information may be appealed to the Information and Privacy Commissioner of Ontario (IPC).

Information and Privacy Commissioner/Ontario

2 Bloor Street East, Suite 1400
Toronto, Ontario
M4W 1A8

Phone: (416) 326-3333
Toll-free: (800) 387-0073
Fax: (416) 325-9595

For further information regarding fees that may be charged, please contact the Chief Privacy Officer.

District of Timiskaming Social Services Administration Board

Corporate Access & Privacy Office

PO Box 6006
290 Armstrong Street
New Liskeard, Ontario
P0J 1P0

Phone: (705) 647-7447
Toll-free: (800) 627-2944
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