



**Access/Disclosure/Release of Personal Health Information Fee Schedule**

Effective Date: January 01, 2025

Request Type	Base Fee
<b>COURT ORDERS</b>	
Search Warrant/Production Orders	No Charge
Subpoena	
<b>HEALTH CARE PROVIDERS (for the Provision of Care)</b>	
Chiropractor	No Charge
Correctional Centre (medical unit only)	
Health Care Agencies (private nursing)	
Health Care Facilities (hospital/personal care home)	
Naturopathic Health Care Providers	
Primary Health Care/Medical Clinics	
RCMP Health Services Officer (re: member)	
Rehabilitation Clinics (Physio/OT)	
Workplace Health and Safety	
<b>INDIVIDUAL*</b>	
<i>*Includes Persons Permitted to Exercise the Rights of an Individual</i>	
<b>For Individual Currently in Care</b>	
Inpatient	No Charge
Outpatient (includes the Emergency Department)	
PCH resident	
Community Program or Clinic	
<b>For Individual Not Currently in Care</b>	
Access (copy fees apply > 10 pages)	\$15.00
Sitting Fee (maximum one hour) <i>*Access fee of \$15.00 applies</i>	No Charge
<b>INDIVIDUAL*</b>	
<i>*Includes Persons Permitted to Exercise the Rights of an Individual</i>	
Admission/Discharge Dates (written)	\$15.00
Admission/Discharge Dates (verbal)	No Charge
Proof of Birth (includes copy of birth registration)	\$15.00
Proof of Death (death certificate cannot be provided refer to Manitoba Vital Statistics)	\$15.00
Immunization Records	No Charge
Medical Form Completion	\$15.00
Chart Transfer (EMR) to USB drive* <i>*Must be an approved encrypted USB storage device purchased from Digital Shared Services.</i>	\$15.00 + cost of USB
<b>PROFESSIONAL LICENSING BODIES including but not limited to:</b>	
College of Physicians & Surgeons of Manitoba	No Charge
College of Registered Nurses of Manitoba	
College of Licensed Practical Nurses	
College of Registered Psychiatric Nurses	
College of Pharmacists of Manitoba	
<b>PROTECTION OF PERSONS IN CARE</b>	
Protection of Persons in Care Office	No Charge
<b>OTHER THIRD PARTY including but not limited to:</b>	



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<b><i>(Requests not related to continuing care are subject to a \$75.00 fee)</i></b>	
Adult Probation Program	\$75.00
Canada Pension Plan/Service Canada (confirmation of dates)	\$15.00
Canada Pension Plan/Service Canada (clinical information)	\$75.00
Chief Medical Examiner	No Charge
Child Protection Agencies	No Charge
Department of National Defense	–
• Medical Unit	No Charge
• Other Departments	\$75.00
Insurance Companies	\$75.00
Law Enforcement Review Agency (LERA)	\$75.00
Lawyers/Legal Aid	\$75.00
Manitoba Public Insurance Corporation/other automobile insurers	\$75.00
Police Departments	\$75.00
• RCMP, DOPS, City/Municipal Police	\$75.00
Public Trustee	No Charge
Manitoba Justice (i.e. Prosecutions)	\$75.00
Veteran's Affairs	No Charge
Victims of Crime	\$30.00
Workers Compensation	–
• WCB – Manitoba	\$60.19
• WCB – Out Of Province	\$60.19
<b>FUNDED RESEARCH</b>	
Record Retrieval (on site)	\$4.00 per record
Data Preparation and Retrieval	Hourly Rate + Benefits
<b>RETRIEVAL FEES FOR RECORDS OFF-SITE</b>	
<i>*In addition to access or disclosure fees.</i>	
Record retrieval and re-file request	\$6.00 per record
Image on Demand (in addition to record retrieval and re-file cost)	\$0.30 per image
Transportation	Applicable Courier Fees
<b>COPY FEES ADDED TO BASE FEE WHERE &gt;10 PAGES</b>	
Page (one-sided or two-sided print)	\$0.50/-page
Microfilm per page	\$0.50/-page
Diagnostic Images	As per Shared Health Fee Schedule
Universal Serial Bus (USB)	Applicable Cost USB
<i>*Must be an approved encrypted USB storage device purchased from Digital Shared Services</i>	