

## Standards for Release of Information

The standard procedure for replying to requests for release of information is to release only what is asked for by the requestor. If the requestor is unclear or not specific, the Release of Information (ROI) Staff will contact the requestor directly to clarify what is being requested. If the requestor is unsure of what they would like, the ROI staff send only an abstract of the patient's most recent visit, unless the requestor specifies another visit. An abstract typically contains:

- Discharge Summary
- Admission History/Physical
- Consult Notes
- Operative Reports
- Diagnostic Imaging Reports

Should some or all of the information for a request be unavailable, provide other relevant material regarding the patient to the requestor.

Below is a list of types of requests and what is typically sent out for each.

Patient Care	As per the standard procedure documented above.
Patients	
Insurance Companies	
WSIB	
Benefits Disability Plan	
Canada Pension	
College of Physicians & Surgeons/College of Nurses	
Police	
Law Firms/Legal	
Visit Date/Date of Birth Confirmation	Form Letter
Time of Birth Confirmation	Form Letter