

1. Patient (Complete in full)

Patient Name (First, Middle, Last)			
Email Address: <i>*Required for record transfer</i>		Health Card Number: Last 4 digits only	
Address:		Telephone:	
City / Province / Postal Code		Date of Birth (mm/dd/yyyy)	

2. Records Released From: (Physician)

Dr. _____	Telephone: _____
-----------	------------------

3. Records Released To (If different than section 1 - Parent / Guardian / New Physician)

Name:	Telephone:
Address:	Email:
City / Province:	Postal Code:

4. I understand that this is an uninsured service and may not be covered by my medical insurance plan. I will be responsible for paying fees for this service according to approved guidelines.

5. Signature of Patient: _____ Date: _____

Witness: _____ Date: _____

WITNESS SIGNATURE IS REQUIRED

6. If not signed by the patient, please indicate relationship:

Parent or guardian of minor patient Guardian or conservator of an incompetent patient

7. Name of Guardian / Representative: _____

Legal Relationship: _____

Payment and delivery options (base fee - hst included):

- **Single (digital) record transfer (email required):** \$93.73 (hst included)
- **Two (digital) record transfers (email required):** \$144.58 (hst included)
- **Three (digital) record transfers (email required):** \$199.95 (hst included)

Add-ons (base fee plus add-on):

- **Additional records requests (3+)** \$30.00 (add-on per additional record)
- **Physical copy of medical record sent via mail:** \$35.00 (add-on per additional record)
- **USB Stick with medical record sent via mail:** \$25.00 (add-on per USB)

e.g. single record with USB stick add-on (\$93.73 + 25.00 = \$118.73).

If paying by cheque: Please send this form and remit a payment (taxes inc.) to:

Records Access Services Canada, Inc.
PO BOX 10194, Ancaster, ON, L9K 1P3

Pay Online: Complete the online authorization form and pay online to minimize delays. **Visit www.RASCI.ca and select the 'Patient' authorization button on the homepage to begin the process.**

*Please copy this form if additional requests are needed (or complete the form online at www.rasci.ca)