

- PLEASE NOTE -

For **personal health information** requests please contact the *Manager, Health Records* at the hospital.

Before submitting a Freedom of Information (FOI) request to Espanola Regional Hospital and Health Centre (ERHHC) for access to information, please read the following;

- It is a request for access to general records or personal information, **not personal health information**.
- The request is made in writing. Information and/or a request form can be obtained from the hospital or from visiting the Office of the Information and Privacy Commissioner of Ontario website at www.ipc.on.ca.
- The request includes your contact information.
- The request provides sufficient detail to enable the hospital to search and identify the records and process the request.
- The hospital is permitted to charge certain fees in connection with responding to an FOI request to recover processing costs incurred. Please review [Fees](#).
- The request is submitted along with the **\$5.00 non-refundable application fee** payable to “Espanola General Hospital”. This fee must be paid before the request process is started.

Espanola General Hospital
c/o Freedom of Information (FOI) Coordinator
825 McKinnon Drive
Espanola, ON
P5E 1R4

Additional Information:

The request may result in additional fees as set out in FIPPA regulations. Therefore, providing a clear and detailed request may reduce searching and processing costs. *Requested records will only be released after receiving the full payment of the search and process fees incurred.*

You will receive a letter from ERHHC acknowledging receipt of your request. ERHHC will also make every reasonable effort to provide a response to the request within 30 days from the date the request was received unless due to specific conditions that may warrant ERHHC a response time extension.