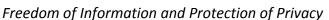
## **MAKING A REQUEST**





## - 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.