

Requesting Images on CD – Markham Campus Patient Information



Effective August 15, 2016

This service is available:

Monday to Friday - 7:30 am to 6:45 pm - Diagnostic Imaging EIM Office
(Electronic Image Management, previously called Film Library)

Monday to Friday - 6:45 pm to 7:30 pm - Main Lobby Registration Centre

Saturday & Sunday - 9 am to 3 pm only - Main Lobby Registration Centre

- Requests for CDs must be made in person. CDs will not be burned in advance.
- There is a nominal fee of \$10 for each CD. (i.e. if 2 CDs are needed, the cost will be \$20, etc).
- A completed *Consent to Release* health information form must accompany all CD requests.
- For patients under the age of 16 years, a *Consent to Release* health information form must be signed by the parent/legal guardians.
- For patients aged 16 years and older, the patient must also give signed consent before information may be released.
- If the patient is not picking up the CD themselves there must be a signed letter from the patient indicating who will make this request on the patient's behalf; this person must provide identification at the time of picking up the CD. The letter must include relevant patient information (date of birth, health card number, and images requested). This letter must accompany the completed release form (filled out by the person picking up the CD).
- Payment for CDs picked up from the EIM office (aka *Film Library*) can be made as cash, debit or credit card.