

Accuracy of your Personal Health Information (PHI)

The Health Information Protection Act (HIPA) allows an individual to request an amendment of errors or omissions of the facts of their medical records/personal health information.

If you believe there has been an error or omission in your PHI, you may request correction of that information by writing to the Health Records department or designated manager where your information is held. Once your written request for amendment is received HIPA allows 30 days to respond with a decision to your request.

If it is agreed that an amendment needs to be made, written notification will be sent to any person who has received that information unless you agree that KTHR does not need to.

Your request for amendment of a professional opinion or observation may however be rejected.

If, for any reason, you are not satisfied with the decision, you may submit a statement of disagreement to be placed on the health record and/or you may request that the Office of Information & Privacy Commissioner of Saskatchewan review the decision.



Accessing your Personal Health Information (PHI)

PHI is any privately recorded information that identifies you in relation to the delivery of a health service provided.

Under the Health Information Protection Act (HIPA), you as a patient or someone who has the legal right or written permission to act on your behalf, has the right to access PHI in possession of KTHR.

- May request access to your information in writing or verbally to the Health Records department or designated manager where your information is held
- You may request to have a copy or ask to view your information
- Once a written request is received, KTHR generally has 30 days to respond. There is no time frame to respond to verbal request however.
- KTHR may release all or part of your information. If information is withheld you will be provided with a clear explanation as to the reason why.
- If you are not satisfied with the explanation for withholding your information, you can contact the Office of the Information & Privacy Commissioner of Saskatchewan for a review of the decision.

Kelsey Trail Health Region Health Service Locations

**Arborfield Carrot River Cumberland House
Hudson Bay Kelvington Melfort Naicam
Nipawin Porcupine Plain Rose Valley
Smeaton St Brieux Tisdale**



Kelsey Trail Health Region
Privacy & Access Department
Saskatoon City Hospital
701 Queen Street
Saskatoon SK S7K 0M7
Toll Free: 1-844-655-7621
Fax: 306-655-7680

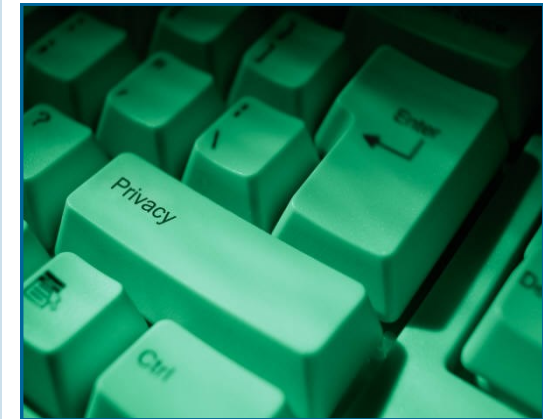
Information & Privacy Commissioner
for Saskatchewan
503 1801 Hamilton Street
Regina SK S4P 4B4
Phone: 306-787-8350
www.oipc.sk.ca



For more information or additional copies of this brochure, contact:
Kelsey Trail Health Region
Regional Office
Phone: 306-873-6600
Fax: 306-873-2372
or visit our website
www.kelseytrailhealth.ca



PRIVACY AND YOUR PERSONAL HEALTH INFORMATION



RESPECTING YOUR PRIVACY & CONFIDENTIALITY

Healthy People in Healthy Communities

Protecting the privacy of your Personal Health Information (PHI)

Kelsey Trail Health Region (KTHR) understands that your health information is a very personal and private matter. We are committed to keeping it confidential and secure.

KTHR collects personal health information about you for the primary purpose of providing the health care services you need or ask for.

We ensure that your personal health information is shared, only as necessary, amongst members of your health care team for the purpose of providing care or as permitted or required by law.

In order to be compliant with the Health Information Protection Act (HIPA), KTHR has safeguards in place to ensure the protection of your personal health information. These safeguards include keeping your information in a secure locked location and password protecting electronic databases that contain personal health information.

Disclosure of Personal Health Information (PHI)

KTHR as a trustee as defined under the Health Information Protection Act (HIPA), may disclose your PHI under certain circumstances such as:

- To another trustee in order to provide health services to the individual
- To any person who is a continuing care and treatment provider
- To family members or others with a close personal relationship (in limited circumstances)

- To researchers who have obtained approval from a research ethics review board
- To the police in limited circumstances
- To avert or minimize a believed risk of imminent danger to an individual
- In response to a court order
- To another trustee to prevent fraud or abuse of the health care system
- If the disclosure is authorized by law or required by a law of Saskatchewan or Canada

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Collection & Use of Personal Health Information (PHI)

COLLECTION

- Only the information that is needed to provide care is collected.
- Information is collected from the individual who is the subject of the information whenever possible.

USE

The primary use of your information will be to provide you with the care you required.

Your health information may be used without your consent for the following purposes:

- Providing and continuing health services
- Determining eligibility for health services
- Conducting research that has been approved by a research ethics review board
- Carrying out a purpose provided by a law of Saskatchewan or Canada
- Managing internal operations such as planning, quality improvement, evaluation of service or obtaining payment.

DISCLOSURE

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