

<b>Privacy Policy</b> <b>Appropriate Use of Personal Information</b>
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**Policy Purpose:**

The purpose of this policy is to provide employees and contracted physicians with direction about the appropriate use of personal information contained in healthcare records.

**Application:**

This policy covers information that is documented in hard copy or in any other media format, including electronic media, audio or videotape and any other new and emerging technologies that may be used in the delivery of medical care services. This policy applies to employees and contracted physicians of the Department of Health and Social Services and the Regional Health and Social Services Authorities.

**Policy Statement:**

Collection of personal information in the healthcare sector supports the provision of medical care and the administrative and billing processes related to the care.

Other entities may require personal information from medical records, because they have a lawful right to collect the information.

Personal information from medical records may be disclosed to other entities because the public body in custody of the records has the lawful authority to disclose the information.

**Policy Requirements:**

Healthcare professionals should only use personal information if the use is consistent with the original collection of that information or if the individual has consented to their information being used for the specific purpose. Collection of personal information in the healthcare sector is predominantly for the purposes of registration, assessment of eligibility for healthcare programs, diagnosis, treatment and care.

There are other specific circumstances where personal information may be used by a healthcare professional. These include:

- For the purpose the information was originally collected; or
- If the use is authorised by another enactment

**Use of Personal Information at a Glance**

Use	Requirement
Use for diagnosis treatment and care	Personal information that was originally collected for the purposed of diagnosis, treatment and care of an individual
To make a payment	A healthcare body may use personal information to

	submit a claim for billing
Required by law	Personal information may be disclosed in accordance with an Act, such as the Public Health Act or the Workers Compensation Act
To protect and individual	Personal information can be disclosed to protect the mental or physical health or safety of an individual

**Approval and Effective Date:**



Chad Fehr, CEO

Jan. 22, 2009

Date