



SUBJECT: Privacy – Collection, Use & Disclosure	POLICY # A-100-34		
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MANUAL: Administration SECTION: Administrative PAST REVISION CURRENT REVISION: JUNE, 2016	CROSS REFERENCE		
	APPROVED BY: Jeff Renaud		
REVIEW DATE: JUNE, 2018			

POLICY:

Ritz Lutheran Villa regularly collects and retains personal information, which is used only for the delivery of care and services, quality management, research, billing and meeting legal and regulatory requirements.

The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, except where inappropriate (legal, medical, security reasons may make it impossible or impractical to seek consent).

Personal Health Information of the resident will be collected, used and disclosed only with the consent of the resident/SDM. Personal Health Information will be collected, used and disclosed for the purpose of: providing care, communicating with other health care providers within the circle of care (see below), monitoring and evaluating progress, for administration purposes, processing monthly payment, research, strategic planning, quality management and to meet legal and regulatory requirements.

Care Team: Includes Medical Dr, nurse, nurse practitioner, personal support workers, program staff, dietitians, food service staff, physiotherapist, CCAC, hospitals that residents are transferred to, specialists, massage therapy, agency, lab, pharmacy, administrative staff, and consultants and others providing care and service to the resident.

PHIPA:

1. A custodian may only collect, use or disclose personal health information if the individual consents or where it is permitted or required by law without consent.
2. A custodian must not collect, use or disclose personal health information if other information will serve the purpose.
3. A custodian must not collect, use or disclose more personal health information than is necessary to meet the purpose.



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PROCEDURE:

The Administrator/designate will:

1. Obtain Express Consent on Admission for the collection, use and disclosure of personal health information.
2. Authorize personnel in the Care Team to access only personal health information that they need-to-know to care for the resident and only after the approved confidentiality agreement has been signed. If personnel do not have a need-to-know, access to resident personal health information is prohibited.
3. Limit the amount and the type of personal health information used and disclosed to that which is necessary to fulfill the purposes identified in the notice.