

HAILEYBURY FAMILY HEALTH TEAM

Statement of Privacy Practices

Haileybury Family Health Team (HFHT) collects, uses and discloses personal health information (PHI) in our efforts to provide quality health care and services. We recognize our responsibility to protect such information in accordance with the Personal Health Information Protection Act (2004). Our policies and practices for protecting your personal health information are based on the following 10 principles:

Identifying Purpose

HFHT's purposes for collecting PHI include, but are not limited to, providing direct care, administration and management, teaching, statistics and other activities required in order to comply with legal and regulatory requirements. PHI is collected discriminately and is limited to the amount and type of information necessary to provide care/services.

Consent

HFHT relies on implied consent to deliver care and services by virtue of a patient taking the steps to seek our services. Patients may withhold, withdraw or place a restriction on his/her consent. Patients are advised to discuss this with their physician prior to making a decision to do so.

Limiting Collection

HFHT limits the collection of PHI to that which is necessary to provide care/services.

Use, Disclosure and Retention

HFHT will not use or disclose PHI for purposes beyond what the patient has agreed to, unless otherwise permitted or required by law. Information sharing with others within the circle of care (e.g., physicians, locum physicians, consultants, nurse practitioners, registered nurses, social worker, support staff, students, pharmacists, laboratory services, diagnostic & treatment services and Temiskaming Hospital) occurs within the boundary of implied consent on a need-to-know basis. The disclosure of information to others (e.g., other agencies, third parties) is done by verbal or written consent. Personal health information is retained as per professional and legal requirements.

Accountability

HFHT is prepared to respond to any concerns or inquiries relative to its privacy practices and requests for access or correction of records. Please direct your inquiries to your family physician or any team member.

Accuracy

HFHT recognizes its responsibility to ensure that PHI is as accurate, complete and current as possible.

Safeguards

HFHT has taken the necessary measures to ensure that PHI is protected by safeguards and retention protocols appropriate to the sensitivity of the information.

Openness

HFHT is prepared to provide patients with information about policies, procedures and practices relating to the management of PHI including what information is collected, used, disclosed and retained by the team.

Individual Access

HFHT is prepared to make patient information available when doing so does not pose harm to the patient or others. Patients are able to challenge the accuracy and completeness of the information, and have it amended as appropriate.

Challenging Compliance

HFHT is prepared to address challenges concerning compliance with any of the above principles. Concerns may be directed to: