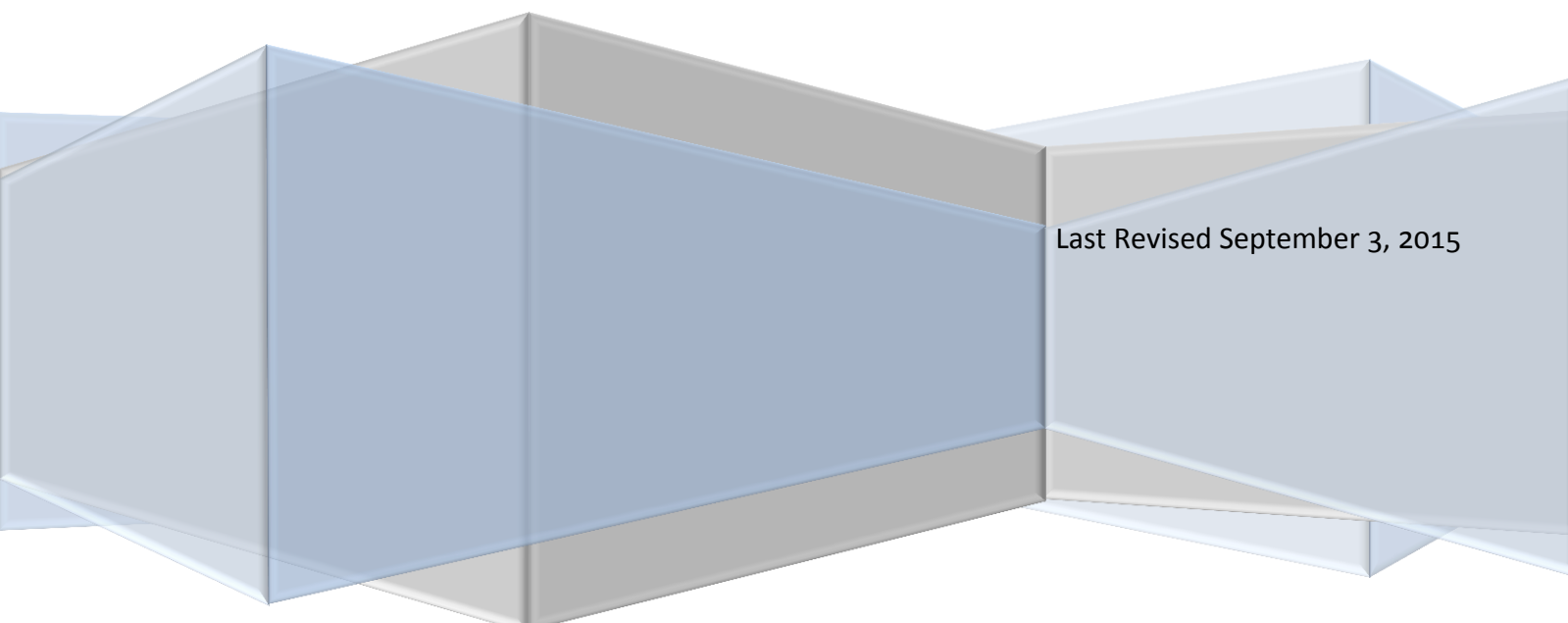


CPDMH PERSONAL INFORMATION BANKS (PIBs)



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Personal Information Bank (PIB) Details

Name: Accident Reporting

Location: Occupational Health

Legal Authority: Occupational Health and Safety Act

Information Maintained: Employee name, test results, concerns about health, safety and accommodation needs, documentation from physicians, WSIB.

Use: Respond to health and safety concerns and issues, WSIB

Users: Occupational Health, Human Resources

Individuals in Bank: Employees involved in a workplace accident.

Retention Period: 10 years

Personal Information Bank (PIB) Details

Name: Agreements and Contracts

Location: Purchasing, Senior Administration

Legal Authority: Public Hospitals Act

Information Maintained: Name and contact information; details of financial arrangements between the individual/organization and the hospital.

Use: Contract management

Users: Various departments within the hospital

Individuals in Bank: Individuals and organizations who enter into agreements/contract with the hospital.

Retention Period: Current year + 3 years once contract has expired

Personal Information Bank (PIB) Details

Name: Accounts Payable

Location: Finance Office

Legal Authority: Public Hospitals Act

Information Maintained: Supplier name and address, receipts, invoices, expense claim statements, payment certificates, financial transactions

Use: Maintain record of payments, budgeting

Users: Finance, Senior Administration, Department Managers, Auditors

Individuals in Bank: Individuals providing goods or services to the hospital.

Retention Period: Seven years



Personal Information Bank (PIB) Details

Name: Accounts Receivable

Location: Finance Office

Legal Authority: Public Hospitals Act

Information Maintained: Some or all of name, date of birth, contact information, payment information, cheque number, banking information, patient's medical record and account number

Use: Maintain record of payment

Users: Finance, Auditors

Individuals in Bank: Individuals providing payment to the hospital for goods and services.

Retention Period: Seven years

Personal Information Bank (PIB) Details

Name: Cash Receipts Register

Location: Finance Office

Legal Authority: Public Hospitals Act

Information Maintained: Names and contact information of individuals who made payments in cash

Use: Maintain record of receipts issued

Users: Finance Department, Auditors

Individuals in Bank: Individuals who made cash payments for services.

Retention Period: Seven years

Personal Information Bank (PIB) Details

Name: Cheques

Location: Finance

Legal Authority: Public Hospitals Act

Information Maintained: Names and contact information of organizations and individuals that were paid by the hospital by cheque

Use: Maintain records of cheques and payments issued.

Users: Finance

Individuals in Bank: Individuals and organizations that the hospital provided payment to by cheque

Retention Period: Seven years

Personal Information Bank (PIB) Details

Name: Employee Benefit Plan

Location: Human Resources

Legal Authority: Public Hospital Act

Information Maintained: Some or all of name, date of birth, employee number, contact information of plan members, spouse and/or dependents, beneficiaries.

Use: ***Administer benefit plans.***

Users: Human Resources, benefit carriers.

Individuals in Bank: Plan members, spouse and/or dependents, beneficiaries.

Retention Period: 7 years after termination.

Personal Information Bank (PIB) Details

Name: Employee Occupational Health File

Location: Occupational Health Office

Legal Authority: Occupational Health and Safety Act/Workplace Safety and Insurance Act

Information Maintained: Information about an employee's medical conditions, return to work, ability to perform regular duties, WSIB records, N95 mask-fit, vaccination and immunization records. Some or all of employee name, home contact information, marital status, employee number, employment and medical information.

Use: Information is used to uphold the Hospital's responsibility to provide a safe and healthy workplace and to respond to occupational health and safety issues.

Users: Occupational Health and Safety Nurse, Occupational Health Physician Advisor.

Individuals in Bank: Staff, students, volunteers and physicians.

Personal Information Bank (PIB) Details

Name: Employee Payroll File

Location: Human Resources

Legal Authority: Employment Standards Act,

Information Maintained: Employee number, name, social insurance number, marital status, telephone number, tax exemptions, employee benefit information, bank account and transfer number, name of group life and pension beneficiary.

Use: Calculate and administer payroll, employee benefits and pensions.

Users: Human Resources, Department Managers as appropriate

Individuals in Bank: Hospital employees

Retention Period: Seven years after termination

Personal Information Bank (PIB) Details

Name: Employee Recruitment and Interview Process

Location: Human Resources

Legal Authority: Public Hospitals Act

Information Maintained: Individuals' submitted resumes and/or job applications, containing information on employment history, education and contact information

Use: ***Document competition and hiring process***

Users: Human Resources

Individuals in Bank: ***Employees and members of the public applying for positions.***

Retention Period: ***One year***

Personal Information Bank (PIB) Details

Name: Employee Work History

Location: Human Resources

Legal Authority: Employment Standards Act

Information Maintained: Employee name and number, application form, benefit options, education, work history, attendance and leave records, performance reviews, disciplinary actions, police check record.

Use: Document work history.

Users: Human Resources, managers as appropriate.

Individuals in Bank: Employees

Retention Period: 7 years after termination



Personal Information Bank (PIB) Details

Name: Ethics Referrals

Location: Administration

Legal Authority: TBD

Information Maintained: Name, gender, date of birth, patient number, treatment diagnosis, beliefs, values, goals, prognosis, substitute decision maker, family concerns

Use: ***Document ethical issues and the ethical discernment processes***

Users: Clinical Ethicist, care providers

Individuals in Bank: Patients

Retention Period: TBD

Personal Information Bank (PIB) Details

Name: Expense Claims

Location: Finance

Legal Authority: Broader Public Sector Expenses Directive

Information Maintained: Employee name, department, credit card information

Use: Document expenses of staff in the hospital, used for budgeting purposes.

Users: Finance, Department Managers

Individuals in Bank: Employees

Retention Period: Seven years

Personal Information Bank (PIB) Details

Name: FIPPA Requests

Location: Administration

Legal Authority: Freedom of Information and Protection of Privacy Act

Information Maintained: Name, address, telephone number, email address, facsimile number, request, receipt of payment, log of information released

Use: To respond to Freedom of Information requests

Users: Chief Executive Officer/ Freedom of Information Co-ordinator

Individuals in Bank: People requesting information

Retention Period: 5 years after final response to the request

Personal Information Bank (PIB) Details

Name: HOOPP Employee Deductions

Location: Human Resources

Legal Authority: Public Hospitals Act, Ontario Pension Benefit Act

Information Maintained: Pension contribution deduction amount

Use: *Document individual employee deductions*

Users: Payroll, Finance

Individuals in Bank: *Employees*

Retention Period: *Permanent*

Personal Information Bank (PIB) Details

Name: Incident Reports

Location: Administration

Legal Authority: Public Hospitals Act

Information Maintained: Name and contact information, details of injury or possible injury including related circumstances.

Use: *To improve safety, to inform affected parties and to respond to any issues related to the matter.*

Users: Quality and Risk Management, Manager of area where incident may have occurred.

Individuals in Bank: ***Patients or visitors who may have been injured***

Retention Period: 25 years

Personal Information Bank (PIB) Details

Name: Master Patient Index

Location: Health Records

Legal Authority: Public Hospitals Act

Information Maintained: Patient name, demographic and contact information, medical record number, OHIP and other insurance numbers, date of visit, primary care and attending physician, emergency contact information, length of stay.

Use: *To accurately identify patients and link patient care information to the right patient; maintain a complete record of all patient visits.*

Users: Registration staff, care providers, finance.

Individuals in Bank: ***Patients***

Retention Period: ***50 years***

Personal Information Bank (PIB) Details

Name: OHIP Billing Information

Location: Finance

Legal Authority: Health Insurance Act R.R.O. 1990, Regulation 552

Information Maintained: Patient name, OHIP number, whether an ambulance service was used, date of admission and discharge, treatment and services provided.

Use: To receive payment for insurable treatment and services provided to patients.

Users: Finance, Physicians

Individuals in Bank: Patients

Retention Period: Seven years

Personal Information Bank (PIB) Details

Name: Patient Accounts

Location: Finance

Legal Authority: Public Hospitals Act

Information Maintained: Some or all of name, date of birth, contact information, services provided that are not covered by OHIP and amount owing.

Use: Receive payment for treatment and services provided to patients that are not covered by OHIP

Users: Finance

Individuals in Bank: Patients receiving treatment and services

Retention Period: Seven years

Personal Information Bank (PIB) Details

Name: Patient Diagnostic Images

Location: Diagnostic Imaging

Legal Authority: Public Hospitals Act

Information Maintained: Some or all of name, date of birth, medical record number, information from central patient index and medical images.

Use: diagnosis and care and treatment of patient.

Users: Care providers.

Individuals in Bank: Patients.

Retention Period: Adults (18 and over) – at least 5 years after day on which the image is created. Children (under 18 years) – at least 5 years after the patient's 18th birthday.

Personal Information Bank (PIB) Details

Name: Patient Feedback: Complaints and Compliments

Location: Administration

Legal Authority: Public Hospitals Act

Information Maintained: Name and contact information of individual complimenting or complaining about some aspect of their hospital experience; information relating to the nature of the complaint or compliment.

Use: Respond to concern or complaint; evaluate and improve program and service delivery.

Users: Quality and Risk Management, Managers, care providers.

Individuals in Bank: Patients and visitors.

Retention Period: Three years.

Personal Information Bank (PIB) Details

Name: Patient Health Record

Location: Health Records

Legal Authority: Public Hospitals Act

Information Maintained: Some or all of name, date of birth, health insurance information, gender, next of kin, substitute decider, address, medical record number, account number etc. - information that is contained in the Master Patient Index. Health history, examination results, treatment history, correspondence related to the individual, evaluations or opinions about the individual.

Use: Provision of care, documentation of the history of patient care, evaluation of quality of care and service provision and research approved by the Ethics Board

Users: Health Records, care providers.

Individuals in Bank: Patients

Retention Period: 10 years after the patient's discharge or death. If the patient is less than 18 years old the record is kept for 10 years after their 18th birthday.

Personal Information Bank (PIB) Details

Name: Patient Registration

Location: Health Records

Legal Authority: Public Hospitals Act

Information Maintained: Patient name, demographic and contact information, medical record number, OHIP and other insurance numbers, date of visit, reason for visit, primary care and attending physician, emergency contact information, length of stay.

Use: To maintain a record of patient visits to hospital.

Users: Registration staff, care providers

Individuals in Bank: Patients

Retention Period: 50 years

Personal Information Bank (PIB) Details

Name: Payroll Administration – Finance

Location: Finance

Legal Authority: Insurance Act, Canada Pension Plan, Employer Health Tax Act, Income Tax Act

Information Maintained: Employee number, name, social insurance number, gross pay, net pay, deductions, details of hours worked and hours paid, information relating to payroll generation, overriding deductions, year-end payroll reporting, payroll variance reporting, payroll registers and timekeeping records.

Use: Calculate and administer payroll, benefits and pensions. Provide payroll information for Canada Customs and Revenue Agency and Audit requirements.

Users: Dept Managers as appropriate

Individuals in Bank: Hospital employees

Retention Period: Seven years

Personal Information Bank (PIB) Details

Name: Pharmacy Dispensing Records

Location: Pharmacy

Legal Authority: Drugs and Pharmacies Regulation Act

Information Maintained: All records related to dispensing, manufacturing, compounding, prepacking, narcotic, controlled drugs and targeted substances.

Use: Drug Control and Management

Users: Pharmacy staff

Individuals in Bank: Patients

Retention Period: 10 years

Personal Information Bank (PIB) Details

Name: Quality and Patient Safety Reviews

Location: Administration

Legal Authority: Quality of Care Information Protection Act, Public Hospitals Act

Information Maintained: Records relating to the assessment and evaluation of the quality of health care provided and related programs and services. Contains patient name and contact information, patient health information, care and treatment provided and adverse events.

Use: To evaluate the care and service delivery and to improve the quality of care and services provided to patients.

Users: Clinical leaders, clinical educations, quality and performance measurement.

Individuals in Bank: Patients

Retention Period: 15 years

Personal Information Bank (PIB) Details

Name: Requests for Personal Health Information

Location: Health Records

Legal Authority: Personal Health Information Protection Act

Information Maintained: Name, contact information and medical record number of individuals to whom the personal health information (PHI) relates. The request may include patient consent to disclose to another person or organization (e.g. insurance company), may include name and contact for substitute decision maker (if applicable).

Use: To identify, locate and provide requested personal health information to patient/former patient or as directed by patient or substitute decision maker.

Users: Release of Information Staff

Individuals in Bank: *Individuals who have made a request.*

Retention Period: TBD Archived in Meditech system