

If you wish us to disclose health information to a third party who is not within your circle of care, we must have explicit, written instructions to do so. That third party might be a lawyer or an insurance company or even a family member that you wish us to call with appointment information or to give test results.

We have a form for this purpose called **Consent to Disclose Personal Health Information**.

Once you have filled out this form and signed it, we scan it into your chart.

### **What is my circle of care?**

The expression “circle of care” includes the individuals and activities involved in the care and treatment of a patient. Thus, it covers the health care providers who deliver care and services for the primary therapeutic benefit of the patient, i.e. doctors, nurse practitioners, specialists, etc. It also covers related activities such as laboratory work and professional or case consultation with other health care providers.

### **Why can't I just give you instructions over the phone?**

We are bound by privacy regulations created for your protection. We need your explicit, **written** consent to give out medical information, even appointment information, to anyone who is not directly involved in your medical care. Specific, written, instructions, what information can be given out and to whom, prevents misunderstandings and ensures that you remain in control of your health information.

### **What if I need support or help understanding the medical information? What if I want a family member in the room with me?**

You can always have a trusted person to come into any medical appointment with you, to listen, or ask questions, or just to offer support. A spouse, or family member or trusted friend can be an excellent second set of ears especially when you are receiving a difficult diagnosis. If you invite them into the room with the health care practitioner, you are giving your explicit consent for them to listen. The doctor or nurse practitioner may ask you what information you are willing to share with this person.

However if you wish healthcare information or test results to be relayed to another person, when you are not present, you must fill out a Consent to Disclose Personal Health Information form to give permission and outline what information you wish released.

### **What if I change my mind about whom I wish to be called for my appointments or share information?**

Let us know, in writing, what your wishes are, either by a written statement revoking the previous consent or by filling out a new Consent to Disclose Personal Health Information form to advise us of a new person to be the recipient of the information.

### **Where can I get a Consent to Disclose Personal Health Information form?**

We have a link on the website for this form or you can pick one up at our Campbellford office. Please ensure that the witness to your signature is not the recipient of the information.