

What is an Electronic Medical Record or EMR?

EMR is an individual's computerized medical record, which in most cases, replaces the paper chart.

The EMR contains all your health information, past and present treatments, prescriptions, tests, procedures and consultations from specialists. This information is available to the health team that is treating you. And, if applicable, it can be sent to outside specialists so that they are full informed about your health history.

The EMR is also used for preventative health care, tracking when you are due for screening tests. It also allows your physician or nurse practitioner to track trends in your health, so they can note changes that may be of concern.

What kind of information do you collect?

We collect your personal health information directly from you or from the person acting on your behalf including, for example, your name, date of birth, health card number, extended health card numbers, address, health history. We also record all information about your visits to our health team and any treatment you received during those visits.

We also collect personal health information about you from other sources if you have given your consent or if the law permits us to do so. An example may be the emergency department of a hospital that you visited.

Is my health information safe?

Yes. We are committed to maintaining confidentiality of patient information. We follow all the regulations set out by the Personal Health Information Protection Act (PHIPA). Wendy Dalby is the THFHT Privacy Officer.

We protect your personal health information from theft, loss and unauthorized access, copying, modification, use, disclosure and disposal.

Audits are conducted and investigations completed to monitor and manage our privacy compliance.

We ensure that everyone who performs services for us protects your privacy and only uses your personal health information for the purposes you have consented to. As a condition of employment all our staff sign a Statement of Confidentiality and Information Access. Staff is authorized to access only the information required to perform his/her specific job. Access to all THFHT computers requires a security password.

Once information has been transferred into your EMR, hardcopies are shredded at a secured facility.

Papers charts are held in locked cabinets and storage; keys are accessible only to staff directly involved in your healthcare.

The sharing of your medical information with outside facilities or specialists is done only with your consent. If you are referred to a specialist by your family physician or nurse practitioner, they will advise your physician/nurse practitioner of the outcome of the referral. You may be required by other specialists/facilities to sign a consent form to disclose information.

Please see our [Privacy Statement](#) by clicking on the “privacy policy” at the bottom of our website. For more information about PHIPA please go to the website of the Office of Information and Privacy Commissioner of Ontario, www.ipc.on.ca.

Can I look at my health record?

You can have access to your health information. While you are in an appointment with a clinician, please ask for any clarification you require.

Outside of appointments, you can request to have copies of particular test results or consultations. These requests must be made in writing by filling out a “Request for Access to Personal Health Information”. Please be as specific as possible. There may be a charge for this service and you may be required to return to the office to pick it up if your request is lengthy.

We may not be able to grant you access to some material, as certain specialists may only grant release of information directly from their offices.

What if something is incorrect in my health record?

If you believe something is incorrect in your health record, please address your request in writing to our Privacy Officer, Wendy Dalby. Please be as specific as possible. Under PHIPA regulations, you should receive a response in 30 days.

What if I have a concern about privacy?

Please contact our Privacy Officer, Wendy Dalby, THFHT Privacy Officer, 705-653-1801.

What if I move and have to change doctors?

Advise us and we can arrange, with your written consent, to have your files transferred. There is a charge for this service.

What happens to my health record, when I leave?

We are required by law to keep files for 10 years after a file has been closed. Dormant files are kept in our locked archive.