

At this institution, we care about your privacy. We only give information about your health to another care giver if it is important for your care. Everyone who works here, including student sand volunteers, must agree in writing to keep your personal information safe and private.

1. What health information do we have about you?

Your health record includes your full name, sex, date of birth, address, next of kin, phone number and Health Insurance Number. It also contains your medical history and reports from your doctors and specialists. Your record may include personal or family information that you(or your family)have told your doctor or nurse. Your record may be on paper or in a computer, or both.

2. Who can look at your personal health information?

Doctors, nurses and other health care workers who are treating you can look at your health record on a 'need to know' basis. This is true if the treatment takes place here, or somewhere else. Reasons we would share certain parts of your record include:

- If you are referred to another specialist. Why? Because he or she will need to see what services you have already had before recommending a plan of care.

- If you have home nursing or nursing station services. Why? Because the northern nurse or case manager may need to check your records to find out about your condition and what medicines you are taking.
- If you have a biopsy. Why? Because a doctor could use information in earlier reports to help him or her interpret the results of the test.

We will send your family doctor and/or the doctor who referred you to us, copies of the notes made by your health care workers.

3. Are there other reasons why we may use, or share your personal health information?

We use the information from your health record to help us plan and manage health services.

We regularly review care given at the hospital to be sure we are providing the best care we can. This means we review what learners have put on your record, compile statistics to plan new services and review ourselves to be sure the right services were provided

4. How do we allow researchers to use your personal health information?

We provide only the minimum information needed for the research. We do everything we can to make sure that the researcher cannot identify you as an individual.

If we agree to give them the information, the researchers have to agree in writing to use the information only for the reasons approved by the Research Review Committee. They also have to agree to protect your privacy in the same way that we would.

5. How do we protect your personal health information?

We have detailed privacy principles, policies and procedures that everyone here has to follow. These are based on the Ontario Health Information Protection Act. You can ask us to send them to you, or read them on the Internet at:

www.slmhc.on.ca

6. Can you see the personal health information that we have about you?

You can ask to look at your health record. Your healthcare provider will help you.

7. Can you correct the personal health information that we have about you?

If you find any mistakes in your health record, you can ask us to correct them.

8. Can you ask that your personal health information not be shared?

You can ask us not to share certain parts of your health information with certain people. For example, you can ask us not to share some highly personal information with an outside provider eg: a nursing station or home care.

9. Will you be asked for consent to use any of your personal health information?

Under the provincial privacy legislation we are allowed to use your health information for continuing care. We may also use your health information for research, surveillance or administrative purposes. In these cases, clear rules restrict how we use your information ie: we must ensure that no identifying data is reported.

SLMHC's complete privacy policy is available on our website at:

www.slmhc.on.ca

If you have any questions, concerns or requests about your privacy, please contact:

**Sonya Fewer,
Privacy Officer
(807) 737- 6551**



SIoux LOOKOUT
Meno Ya Win
HEALTH CENTRE

**Privacy at Sioux Lookout
Meno Ya Win Health Centre**



Your privacy is important to us!