
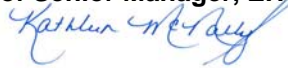


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Signature of Director, EHS Provincial Programs:			Signature of Senior Manager, EHS MFR Services:		
					

1.0 Purpose:

- 1.1 To ensure the control of patient care information and records are administered in a confidential and uniform manner.

2.0 Procedure:

- 2.1 EHS has an obligation to protect a patient's rights to privacy and therefore must not disclose any personal health information to third parties without the patient's expressed consent (in writing) or as required by a court order to do so.
- 2.2 All requests for patient care information must be forwarded in writing to:
 Director, EHS Provincial Programs
 12th Floor, Joseph Howe Building
 1690 Hollis Street
 PO Box 488
 Halifax, NS B3J 2R8
- 2.3 All media information requests regarding calls or patients are to be forwarded to EHS via the Medical Communications Centre.
- 2.4 MFRs are responsible to secure all Patient Care Records. All Patient Care Records must remain in a secure area out of the public eye, prior to their final submission to:
 EHS MFR Services
 239 Brownlow Avenue, Suite 300
 Dartmouth, NS B3B 2B2
- 2.5 Discussion regarding a patient's personal health information shall not take place in the presence of persons not entitled to such information or in public places (i.e. coffee shops, workplaces, etc.).
- 2.6 The Chief/MFR Coordinator or delegate will send the completed Patient Care Records to EHS MFR Services on a regular (i.e. monthly) basis.

