

TITLE: PERSONAL HEALTH INFORMATION	SECTION: LAND AMBULANCE
DATE: June 3, 2004	POLICY NO.: KDSB-LAS-IV-02
APPROVED BY: Resolution No. 2004-119	REVISED: Res. No. 2008-150 - October 2, 2008

1. POLICY STATEMENT

Personal health information related to the delivery of land ambulance services by employees of the Kenora District Services Board is strictly confidential. Any request for such information will be referred to the Director of Emergency Medical Services in accordance with the Personal Health Information Privacy Act (PHIPA).

2. PROCEDURE

2.1 Personal health information is “identifying information” collected about an individual in oral or recorded form. It includes information about an individual’s health or health care history in relation to:

- The individual’s physical or mental condition, including family medical history;
- The provision of health care to the individual;
- Long-term health care services;
- The individual’s health card number;
- Blood or body-part donations;
- Payment or eligibility for health care; and
- The identity of a health care provider or a substitute decision maker for the individual.

2.2 Provision of health care means any observation, examination, assessment, care, service or procedure provided for health care purposes. This includes the following:

- The treatment or maintenance of an individual's physical or mental condition;
- The prevention of disease or injury or the promotion of health care;
- The compounding, dispensing, or selling of a drug, device or equipment pursuant to a prescription; and
- A community service that is described in the *Long-Term Care Act, 1994*.

2.3 The use of photographic equipment, either digital or film format, at any scene or situation involving a patient or other person is not allowed nor will any staff facilitate access to any scene or situation involving any patient or other person, for any individual for photographic (digital or film) purposes.

2.4 The Director of Emergency Medical Services is designated as the Health Information Custodian for the Kenora District Services Board.

2.5 Paramedics and designated support staff are considered agents for the collection of personal health information in accordance with the PHIPA.

2.6 Any request for personal health information by an individual or agency will be referred to the Director of Emergency Medical Services.

2.7 A request for disclosure of information must be in writing and parties requesting information will be required to obtain the individual’s written consent for the release of specified information or state the legal authority for accessing such information without consent.

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- 2.8 Disclosure of personal health information by an employee of the Kenora District Services Board to any individual or agency without express permission from the Director of EMS or designate is grounds for disciplinary action up to and including dismissal.
- 2.9 Requests for the use or disclosure of personal health information will be documented and reported at the end of each calendar year to the Information and Privacy Commissioner and the Directors of the Kenora District Services Board.