



Directory of Records & Index of Personal Information Banks January 1, 2012

Introduction:

The "**Directory of Records**" is intended to provide an overview of the types of records within the hospital's custody or control. OSMH's records predominately fall into five general categories: Corporate, Financial, Human Resources, Patient Care and Legal.

A "**Personal Information Bank**" is a collection of personal information that is organized and capable of being retrieved by an individual's name or other individual identifier, such as an employee number. A personal information bank is part of the hospital's Directory of Records. A detailed listing of the personal information banks that the facility holds can be found following the Directory of Records.

The following table provides quick links to the categories of documents. Or you may simply scroll down to view the document in its entirety.

Links to Documents:

	Directory	Personal Information Banks
Corporate	Click here	Click here
Financial	Click here	Click here
Human Resources	Click here	Click here
Patient Care	Click here	Click here
Legal	Click here	Click here

Directory of Records

Corporate
Corporation Associated Documents
Committee Documents, Minutes
Corporate Correspondence
Policies & Procedures
Contracts & Agreements
Accreditation Records
Patient Feedback (Complaints & Compliments)
Facilities/ Plant Operations
Emergency Preparedness
Community Relations Records
Surveys and Recommendations
Strategy & Planning Documents
Other Facilities Records
Facility Security & Access
Clinical Program Related Documents
Communications Records
Information Technology Services Records
Other

Financial (incl. Materials Management)
Books of Account and Accounting Records relating to all Financial and other Transactions
Capital Equipment Records
Financial Records Pertaining to Patient Care
Departmental Budgets & Associated Working Documents
Materials Management
Chief Financial Officer's Records
Records of Inventory
Other

Human Resources incl. Payroll
Job Descriptions
Employee Records
Professional Registration/Training Info
Employee Performance Files
Hiring and Interview Notes, Exit Interviews
Student Records
Occupational Health & Safety Records
Attendance/Schedules/Vacation Documents
Union Related Records
Medical Affairs Office Records
Other



Patient Care Records

Patient Registers (Inpatient, Out-Patient, Emergency, OR)
Patient Records (medical record, notes, charts and other material)
Release of Patient Information Requests
Diagnostic Imaging Records
Records related to patient appointments
Records of Meetings regarding Patient Care
Narcotic, Controlled Drug, Prescription Records
Physician orders & Medical Directives
Infection Prevention and Control Records
Assignment Sheets/ Work Schedules
Instrument Service, Quality Control, Method Evaluation Records
Specimens
Other Laboratory Records
General Pharmacy Records
Resource & Education
Administrative Records regarding Clinics/Programs
Paediatric Administrative Information
Other (various departments)

Legal including Risk Management & Ethics

Ethics & Research Study Associated Documents
Incident Reports and Reviews
Litigation Files
Claims/ Potential Claims
Patient Satisfaction Survey Results
Coroner/Death Reviews
Quality Management
Regulatory College/ Professional Practice Records
Quality of Care Committee Recommendations/ Memos
Education & Reference
Licensing & Contracts

Orillia Soldiers' Memorial Hospital
Index of Personal Information Banks
January 1, 2012

Corporate

Name	EMS Fan Out List
Location:	Maintenance
Legal Authority:	n/a
Information Maintained:	All of OSMH Waterfall list. Names and telephone numbers.
Uses:	Emergency use only.
Users:	Internal hospital staff delegated to contact staff during emergency code situations.
Individuals in Bank:	All OSMH employees.
Retention and Disposal:	Updated annually, always maintained.

Financial

Currently no PIBs.

Human Resources

Name	Employee Information: QHR
Location:	Human Resources & Payroll
Legal Authority:	<i>Employment Standards Act, s.15</i>
Information Maintained:	Name, address, telephone number, DOB, sex, marital status & employment information.
Uses:	Document employee work history and benefit information, run reports and also used to administer payroll.
Users:	Human Resources, Payroll, Occupational Health & Departmental Managers.
Individuals in Bank:	All OSMH employees.
Retention and Disposal:	3 years after employee's departure

Name	Employee Records
Location:	Human Resources & Payroll
Legal Authority:	<i>Employment Standards Act, s.15</i>
Information Maintained:	May include offer letter, resume/application form, name, address, telephone number, social insurance number, date of birth, next of kin/emergency contact, salary, status revisions and dates, professional/technical registration numbers, copies of all correspondence, performance appraisals, outline of employment benefits and related documents, confidentiality agreement.
Uses:	Maintain complete employment record.
Users:	Human Resources, Payroll, Departmental Directors and Managers.
Individuals in Bank:	All OSMH employees.
Retention and Disposal:	3 years after employee's departure

Name	Physician Manager
Location:	Chief of Staff
Legal Authority:	n/a
Information Maintained:	Details of all credentialed staff including personal information.
Uses:	<ul style="list-style-type: none"> • Track credentialing and privileges details and personal information for all credentialed staff. • Print detailed annual reapplication for privileges form for each credentialed staff. • Report generation.
Users:	Medical Affairs staff.
Individuals in Bank:	All credentialed staff.
Retention and Disposal:	Indefinitely



Soldiers'

MEMORIAL HOSPITAL Orillia

Name	MTD Database
Location:	Chief of Staff
Legal Authority:	Ministry of Health
Information Maintained:	Details of all medical trainees - this information is submitted annually to MOHLTC.
Uses:	<ul style="list-style-type: none">• Required annual submission to MOHLTC.• Statistical information.
Users:	Medical Affairs.
Individuals in Bank:	All medical trainees.
Retention and Disposal:	2 years suggested.

Name	Volunteer Records
Location:	Director of Volunteers' Office
Legal Authority:	<i>Employment Standards Act, s.15</i>
Information Maintained:	Police checks and volunteer applications. Contact information such as address and phone numbers. Police checks are completed on all new volunteers.
Uses:	Contacting volunteers, arranging schedules.
Users:	Director of Volunteers.
Individuals in Bank:	All active volunteers.
Retention and Disposal:	3 years suggested by Director of Volunteers. If volunteer is under age 18, 3 years after 18th birthday.



Name	Pastoral Care Volunteer Staff Files
Location:	Pastoral Care
Legal Authority:	n/a
Information Maintained:	Name, home and cell numbers, pastoral affiliation, volunteer duties.
Uses:	Contacting and arranging schedules.
Users:	Director of Pastoral Care
Individuals in Bank:	Volunteers in Pastoral Care
Retention and Disposal:	3 years suggested by Director of Pastoral Care.

Name	Hiring & Interview Notes
Location:	Director of Health Records, Registration & Privacy Services' Office
Legal Authority:	Ontario Human Rights Commission recommendation.
Information Maintained:	Interview notes and testing results of applicants.
Uses:	As reference for application to further postings.
Users:	Director Health Records, Registration & Privacy Services.
Individuals in Bank:	Applicants to job posting who were interviewed and tested.
Retention and Disposal:	At least one year after hire date.



Name	Student Placement Records
Location:	Human Resources
Legal Authority:	n/a
Information Maintained:	Name, address, telephone number, school name, preceptor and placement dates and details.
Uses:	To record student activity in the Hospital as well as to maintain contact information & details for each student to meet legal obligations.
Users:	Human Resources (Business Partners & Assistants)
Individuals in Bank:	This includes all unpaid placement students, first year through final year of study.
Retention and Disposal:	2007 is currently oldest record held.

Name	PIB of all OPSEU members
Location:	Human Resources
Legal Authority:	n/a
Information Maintained:	Contact information for union members. Not an extract from QHR. A created spreadsheet required by the OLRB at the time of certification, documenting who the original included members were.
Uses:	Determine who is in the union and provide union with information for dues etc.
Users:	Human Resources & OPSEU
Individuals in Bank:	Any employee who is an OPSEU member.
Retention and Disposal:	3 years suggested.

Name	Competition Tracking
Location:	Human Resources
Legal Authority:	<i>Employment Standards Act, s.15</i>
Information Maintained:	Maintain successful candidates for each competition.
Uses:	To track and record successful candidates for each competition also used for HR matrix.
Users:	Human Resources Department.
Individuals in Bank:	Include those individuals that were successfully selected for a competition (both internal and external candidates).
Retention and Disposal:	Three years after employee's departure, if employee is under 18, 3 years after 18 th birthday.

Patient Care

Name	Patient Register (Patient, Out-Patient, Emergency, OR)
Location:	In Health Records (paper), IT server (electronic)
Legal Authority:	<i>Enduring Interest, Historical Value</i>
Information Maintained:	Patient inpatient visit registers since 1908. Central Patient Index - (Index cards from 1985 and prior) contain patient name, address, NOK, DOB, inpatient visit admission and discharge dates, attending physician and hospital visit #. Computerized index contains above as well as clinic visits (Cardio/Respiratory as of April 1996, DI as of 1998, Emergency, OR, Ambulatory Care as of 1999. Further demographic/sociological data was included starting in Sept 2000 for Inpatient admissions.
Uses:	Information is used to facilitate health care, maintain patient records, and for contact/reporting purposes.
Users:	Authorized individuals
Individuals in Bank:	Patients
Retention and Disposal:	50 years or more

Name	Diabetes Electronic Patient Record (Dec 2)
Location:	Information Technology
Legal Authority:	<i>Public Hospitals Act, Regulation 965</i>
Information Maintained:	All referrals entered here with patient demographic and medical data provided by physician or self. Initial electronic record used at DEC of OSMH was Dianalysis. Contains patient registry information as well as medical data and reports.
Uses:	Information is used to facilitate health care, maintain patient records, and for contact/reporting purposes.
Users:	Authorized individuals
Individuals in Bank:	Patients associated with Diabetic Education Clinic
Retention and Disposal:	50 years for register component. Patients 18+: Minimum 10 years after discharge or death. Patient less than 18 years: Minimum 10 years after patient's 18th birthday.

Name	PIR (Patient Inquiry & Results)
Location:	IT server
Legal Authority:	<i>Public Hospitals Act, Regulation 965</i>
Information Maintained:	Electronic viewer of patient information available electronically. Contains patient visits grouped by service, can view transcribed medical reports and diagnostic imaging reports. Used by physicians, other care providers to assist in managing patient care.
Uses:	Information is used to facilitate health care.
Users:	Authorized individuals
Individuals in Bank:	All patients
Retention and Disposal:	Patients 18+: Minimum 10 years after discharge or death. Patient less than 18 years: Minimum 10 years after patient's 18th birthday.



Soldiers'

MEMORIAL HOSPITAL Orillia

Name	Patient Death Register
Location:	Health Records
Legal Authority:	n/a
Information Maintained:	Register of Deaths of Patients. Contains Date of Death, Patient ID, Patient name, Age Diagnoses, Most Responsible Physician, LOS, Patient Service, If Coroner's case and if autopsy performed. Electronic register began April 2000 (paper version began 1982).
Uses:	Quality care reviews, records management.
Users:	Used by physician/Quality care reviewers.
Individuals in Bank:	Patients who have attended OSMH and have passed away.
Retention and Disposal:	50 years

Name	CHarM
Location:	IT server
Legal Authority:	n/a
Information Maintained:	Chart Management Software with 3 modules, Chart location, Chart Deficiency and Patient Release of Information. Can search by patients to locate records etc.
Uses:	Information is used for records management purposes.
Users:	Used by Health Records staff.
Individuals in Bank:	All patients. Also those who request health records, including health professionals, institutions, WSIB, Insurance, Law Firms, Colleges under the Regulated Health Professionals Act.
Retention and Disposal:	As long as the health record is retained.

Name	Employee Occupational Health file
Location:	Parklane/Employee Occupational Health file
Legal Authority:	Occupational Health and Safety Act/ Workplace Safety and Insurance Act
Information Maintained:	Name, date of birth, home contact information, marital/family status and information, employee number, employment information, medical information.
Uses:	Information is used to uphold the Hospital's responsibility to provide a safe and healthy workplace and to respond to occupational health and safety issues.
Users:	Manager, Occupational Health and Safety
Individuals in Bank:	All paid employees and credentialed staff such as physicians, midwives.
Retention and Disposal:	10 years after employee's departure.

Name	Physician orders/Medication Administration
Location:	Oncology/pharmacy
Legal Authority:	<i>Public Hospitals Act, Regulation 965</i>
Information Maintained:	Computerized Physician Order Entry (CPOE) - Oncology Patient Information System (OPIS) Physician orders/Medication Administration
Uses:	To manage the provision of health care for oncology patients.
Users:	Authorized individuals.
Individuals in Bank:	Patients affiliated with the oncology department.
Retention and Disposal:	Patients 18+: Minimum 10 years after discharge or death. Patient less than 18 years: Minimum 10 years after patient's 18th birthday.

Name	Kidney Care Patient Database
Location:	Access database (Kidney Care Clinic office)
Legal Authority:	n/a
Information Maintained:	Pre dialysis patients: Name, Bloodwork, all information related to pre dialysis.
Uses:	Keep track of patients as they progress towards dialysis. Statistics, monitoring patients.
Users:	Clinic staff (Kidney Care Clinic).
Individuals in Bank:	Pre dialysis patients.
Retention and Disposal:	TBD

Name	Renal Anemia Management Program
Location:	Shared file hemodialysis unit
Legal Authority:	n/a
Information Maintained:	Intake database containing patient name, dialysis data (hemoglobin, iron indices, etc).
Uses:	Optimize patient care.
Users:	Health discipline team.
Individuals in Bank:	All renal patients who are part of the Regional Kidney Care Program.
Retention and Disposal:	TBD



Name	Foot Care Project
Location:	Shared file hemodialysis unit
Legal Authority:	n/a
Information Maintained:	Foot care assessments on all hemodialysis patients.
Uses:	Provide care, do indicator monitoring.
Users:	Dialysis Unit RN
Individuals in Bank:	All hemodialysis patients.
Retention and Disposal:	TBD

Name	POET Database
Location:	Computers in Home Dialysis Unit
Legal Authority:	n/a
Information Maintained:	Peritoneal dialysis patients: dialysis adequacy and infections.
Uses:	Track peritonitis and dialysis adequacy in peritoneal dialysis patients.
Users:	Interdisciplinary dialysis team.
Individuals in Bank:	Peritoneal dialysis patients
Retention and Disposal:	TBD



Name	Transonic monitoring data
Location:	Program Managers office
Legal Authority:	n/a
Information Maintained:	Hemodialysis patients: Monitoring dialysis access.
Uses:	Look for trends in patients' dialysis access.
Users:	Interdisciplinary dialysis team.
Individuals in Bank:	Hemodialysis patients.
Retention and Disposal:	TBD

Name	Bone Metabolism Database
Location:	Photograph Program installed in Dialysis unit
Legal Authority:	n/a
Information Maintained:	For hemodialysis and peritoneal dialysis patients. Keeps track of bone metabolism.
Uses:	Keep a record of monitoring done regarding bone metabolism.
Users:	Dialysis RN
Individuals in Bank:	Hemodialysis and peritoneal dialysis patients.
Retention and Disposal:	TBD

Legal

Name	Risk Monitor Pro Incident Reporting System
Location:	IT, Office of Risk Management Coordinator
Legal Authority:	n/a
Information Maintained:	Incident reports regarding inpatients, outpatients, visitors, employees and affiliates.
Uses:	Used to report specific details and follow up of incidents of harm or potential harm.
Users:	Employees of the organization
Individuals in Bank:	Inpatients, outpatients, visitors, employees and affiliates.
Retention and Disposal:	3 years