

## What steps do I need to take?

- **Access** and **Disclosure** forms can be found on the SHA website.
- You may also obtain these forms in person from the Health Information Services department at the facility where you received care.
- A complete list of all Acute Care Facilities is available on the SHA website and is included on the forms themselves.
- With requests for Immunization Records, please contact Public Health.
- If you received care by your Family Physician or by a Primary Health Care clinic, contact the clinic directly.
- Complete and sign the form. Be sure to include your contact information.
- Mail or submit the form in person to the correct Release of Information/Health Information Services department.
- You will be asked to confirm payment and to verify your identity prior to the release of information.
- You are welcome to contact the Health Information Services department in order to clarify your request. They are there to help you.

## SHA Vision, Mission and Values

### Our Vision

Healthy People, Healthy Saskatchewan.

### Our Mission

We work together to improve our health and well-being. Every day. For everyone.

### Our Values

Safety, Accountability, Respect,  
Collaboration, Compassion

After contacting your local Privacy and Access department, if you feel you still need additional assistance, you can also contact:

#### Office of the Saskatchewan Information and Privacy Commissioner (OIPC)

503 – 1801 Hamilton Street  
Regina SK S4P 4B4  
Telephone: 306-787-8350  
Toll Free (within Saskatchewan):  
1-877-748-2298  
Fax: 306-798-1603  
Email: [webmaster@oipc.sk.ca](mailto:webmaster@oipc.sk.ca)  
Twitter: [@SaskIPC](https://twitter.com/SaskIPC)



[saskhealthauthority.ca](http://saskhealthauthority.ca)

# HEALTH INFORMATION MANAGEMENT



## Release of Personal Health Information



Saskatchewan  
Health Authority

## How do we protect your privacy?

Information concerning your health care is kept in strict confidence. Only authorized people who need to know, such as the members of your health care team, are allowed to see your information.

Unless you specify otherwise, only limited information about the services you are currently receiving will be released to your family or close friends, and some more detailed to your next-of-kin or designate.

We do not allow others such as lawyers or insurance companies, to access your health information unless you permit us to do so, or unless we are required by law to provide such access.

There are some situations where the law requires us to release information without your consent, such as reporting child abuse, gunshot or stab wounds, or related to certain communicable diseases.

We follow the Health Information Protection Act (HIPA) for access, disclosure and protection of your personal health information (PHI).

To obtain a copy of *HIPA: A Guide for Patients*, please contact the Office of the Information and Privacy Commissioner.

<https://oipc.sk.ca>

## How do I access my own Personal Health Information (PHI)?

Every person has the right to access, view and receive copies of their personal health information.

The Release of Information **Access** form can be used to share information with your medical decision-maker.



### Accessing Your PHI

To access your own personal health information, complete the Access form found on the Saskatchewan Health Authority website.

There is a processing fee of **\$20 plus 25 cents per photocopy** (GST/PST exempt). Your request will be filled within 30 days. Payment is required prior to release of any records.

## How do I disclose my PHI to third-party requestors?

The SHA follows the need-to-know principle when releasing information to a third party and, with your consent, only releases information specific to the injury or instance being reviewed. Your consent is not required when the law entails information to be disclosed, such as to WCB for a claim or to SGI under *The Traffic Safety Act*.

In all other circumstances, please complete the SHA **Disclosure form** found on our website.

## How long do we keep your record?

The retention period for health records is 10 years past the point of discharge or until the patient is 18 plus two years of age (whichever is longer).

## Is my information safe?

We do not sell your information to third parties. We also have policies, procedures and systems in place to protect your information from unauthorized use, error and loss.

The data that we are required to submit to the Canadian Institute for Health Information (CIHI) is de-identified.