

What steps do I need to take?

- **Access** and **Disclosure** forms can be found on the Saskatchewan Health Authority website.
- You may also obtain these forms in person from the Health Records Department at the facility where you received care.
- A complete list of all Acute Care Facilities is available on the Saskatchewan Health Authority website and is included on the forms themselves.
- With requests for Immunization Records, please contact your local Public Health office.
- If you received care from your Family Physician or from 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 Records Department (Contact information can be found on the Saskatchewan Health Authority website).
- You will be asked to confirm payment and to verify your identity prior to the release of information.
- You are welcome to contact a Release of Information Specialist 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
Twitter: [@SaskIPC](https://twitter.com/SaskIPC)



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.

We will ask your permission before disclosing information to anyone, including family and friends, other than those who need it in order to provide care to you.

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.



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.

The original health record is owned by the facility. Your health record cannot leave the facility.



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 GST) plus 25 cents per photocopy. 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?

You may permit any third party to request a copy of your health record, such as your legal rep, Saskatchewan Government Insurance (SGI), Saskatchewan Workers' Compensation Board (WCB) and your insurance company. In these cases, their own consent for disclosure forms may suffice to process your request, and additional fees may apply. Please speak to your third-party requestor.

In all other circumstances, please complete the **Saskatchewan Health Authority 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.