

PRIVACY UNLOCKED

~ Your source for privacy best practices ~

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Self-Access to Electronic Records

Accessing your own chart is not permitted!

Health PEI has modernized how staff access their own medical information in order to comply with the *Health Information Act* and follow Health PEI's [Privacy and Protection of Personal Health Information Policy](#). This also makes our practices consistent with other provinces and guidance from professional associations.

The HPEI [Pledge of Confidentiality](#) requires that all staff agree they will not use their access to electronic charts to view their own health records.

When requesting your own records, you are doing so as a patient and not for the purposes of providing care. Staff must follow the same process as patients when requesting access to their own health records.

To request your records from the EMR or community programs and clinics, complete and submit the [Request to Access or Disclose Personal Health Information Form](#) to the appropriate record holder.

To request your hospital records, you can fill out the webform [here](#).

A patient portal is currently being rolled out, which will provide another method to access medical records.

Additional Resources

[Self Access Guidance](#)

For more information, contact the Access to Information and Privacy (ATIP) team at healthprivacy@ihis.org