

## Privacy and Access Odds & Ends: Self-Access to Health Records Edition

- Accessing your own health record is not a permitted practice in any electronic system or in any format.
- There was previously a process in place that allowed self-access in the Clinical Information System (CIS) only. This practice was discontinued in May 2024 and is no longer permitted. Self-access has never been permitted in any other system (i.e. EMR, AlayaCare, ISM, etc.).



- The Executive Leadership Team (ELT) approved this change to modernize Health PEI policy on how staff access their own health information in CIS.

- The *Health Information Act* (HIA) is a piece of legislation on PEI that governs the collection, use, and disclosure of personal health information (PHI).



- To ensure we are following the

*Health Information Act* and privacy best practices, self-access to health records is not permitted.

- The [Pledge of Confidentiality](#) that all staff are to review and sign requires that staff agree not to access their own health records.



- Self-access

does **NOT** follow the '[Need to Know](#)' principle.

- Health PEI's [Privacy and Protection of Personal Health Information Policy](#) is clear about permitted use and access to PHI, on a 'Need to Know' basis for the purposes of:



- Providing health care or treatment to an individual;
- Planning, delivering, monitoring, or administering health programs or services;
- Risk management or quality improvement;
- Educating health care providers;
- Obtaining payment or processing claims for payment related to the provision of health care; or
- Other uses authorized by the HIA or other applicable health legislation.

## HOW CAN I ACCESS MY OWN HEALTH RECORDS?

- When requesting your records, you are doing so as a patient and not for the purposes of providing care. Staff will therefore 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, staff will complete and submit the [Request to Access or Disclose Personal Health Information Form](#) to the appropriate record holder.
- The records need to be prepared by a different staff as indicated in the *Access, Disclosure, and Correction of Personal Health Information Protocol*, as is the process for all patients.
- If staff are requesting their hospital records, they can do so by filling out the webform [here](#).