

Privacy Matters



In May 2024, Health PEI announced a change to the process for staff to access their own information in CIS. Staff are now required to follow the same process as patients when requesting information from their own chart, instead of completing a form and sending it to Health Records to access the information in CIS themselves.

In an effort to make this process more efficient for everyone, Health Records developed an online release of information [web form](#) that is available to everyone, 24/7.

This change to how we access our records was necessary to ensure Health PEI is following the *Health Information Act* and privacy best practices. It also makes our practices consistent across all our digital health information systems, as well as with other provinces and with guidance from healthcare provider professional associations.

Health PEI's Access to Information and Privacy (ATIP) team would like to remind all staff about this change and ask that you use the available web form to request your own health information. If you have any questions or concerns regarding the new process, please contact healthprivacy@ihis.org.

October 27, 2024