



Fact Sheet

Use care when accessing patient records

Health PEI takes the privacy and security of personal information very seriously. Staff and physicians sign a pledge of confidentiality and an acceptable-use agreement verifying that they will protect the information of our patients, clients, and residents.

You should access health records (electronic or paper) only if required by your job.

DO:

- Respect the privacy of all patients, clients, and residents
- Access patient, client and resident records only if you are providing care and treatment, for an educational purpose or for a quality improvement initiative
- Store paper records securely
- Use a strong password with upper/lower case letters, numbers and symbols (no names)
- Allow patients, clients, and residents to access their own medical records
- Share information with care providers inside the patient's "circle of care" on a need-to-know basis, and with the awareness of the patient
- Obtain consent before disclosing personal information outside of Health PEI
- Encrypt personal information when e-mailing to non-government addresses (outside of @ihis.org or @gov.pe.ca)
- Report breaches of privacy or suspected breaches as soon as possible

DO NOT:

- Access an individual's health record if you are not providing their care
- Reveal or share your user name and password
- Discuss an individual's care on social media web sites
- Share information with family and friends beyond an individual's location and general status
- E-mail non-encrypted personal information to an address outside government (outside of @ihis.org, @gov.pe.ca)

Health PEI

Government electronic systems are audited. If you access personal information or personal health information inappropriately, you will be subject to disciplinary action ranging from a warning to dismissal from employment.