

## **SECTION 1 – Privacy**

### **1.02 Purpose for Collecting Personal Health Information (PHI)**

#### **Policy**

Taddle Creek Physicians will comply with the Personal Health Information Privacy Act, 2004 (PHIPA).

#### **Procedure**

1. Taddle Creek Physicians will not collect, use or disclose patients' PHI unless they have patients' consent and the collection, use or disclosure is, to the best of their knowledge, necessary for a lawful purpose or the collection, use or disclosure is permitted or required by the PHIPA.
2. Taddle Creek Physicians collect patient PHI for the primary purpose of providing healthcare and:
  - To treat and care for patients,
  - To receive payment for treatment and care provided (from OHIP, WSIB, your private insurer or others),
  - To plan, administer and manage our internal operations,
  - To conduct risk management and quality improvement activities,
  - To teach,
  - To conduct research,
  - To compile statistics,
  - To comply with legal and regulatory requirements, and
  - To fulfill other purposes permitted or required by law.
3. Purposes outlined in #2 will be identified in Taddle Creek Physicians 'Statement of Information Practices'.
4. Taddle Creek Physicians will not collect use or disclose more PHI than is reasonably necessary to meet the purposes outlined in #2.
5. If the purpose of collecting PHI is for something other than providing health care, Taddle Creek Physicians will obtain express consent.
6. Taddle Creek Physicians will not collect, use or disclose PHI if other information will serve our purposes.
7. Taddle Creek Physicians will not charge patients a fee for collecting, or using PHI unless permitted under PHIPA.
8. When disclosing PHI, Taddle Creek Physicians will charge according to Ontario Medical Association's Fee Guide.
9. Taddle Creek Physicians will inform our health care professionals and staff about our purpose for collecting PHI, about restricting the collection of PHI to the purposes for which we have consent or permitted by law, about restricting collection of PHI to only the information that is required.
10. Taddle Creek Physicians will review our collection practices regularly to ensure compliance with PHIPA.

Taddle Creek Physicians Policy  
SECTION 1 – PRIVACY

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Approved By: Executive  
Approved On: June 2009  
To be Reviewed: June 2010