

Purpose:

- 1 To provide guidelines to document the course of an employee's health care;
- 2 To ensure the security and confidentiality of health information/documentation; and
- 3 To provide a means of communication amongst health care professionals for current and future health care.

General:

- 4 The City of Red Deer believes there is a need to document the course of an employee's health care to be able to:
 - (1) identify and prevent potential health problems;
 - (2) monitor an employee's health; and
 - (3) comply with legislative requirements of the Alberta Occupational Health and Safety Act and other relevant legislation.
- 5 All health care information related to individuals or their families will be treated as confidential and privileged information.

Procedure:

Action Steps: Maintenance of Confidentiality	Responsibility
(a) The health care provider will: <ol style="list-style-type: none"> (i) hold confidential all personal information regarding a client or the client's family learned in the health care setting; (ii) record client information accurately and objectively and ensure that only information pertinent to the client's care is recorded; and (iii) institute and maintain practices that protect client confidentiality and the confidentiality of health records. 	Health Care Provider

Action Steps: Disclosure of Information	Responsibility
(a) Employee health care data shall be released only for: <ol style="list-style-type: none"> (i) Direct Care Use: when requested by physician or health care facility responsible for the direct care of the client; (ii) Individual Use: when requested by the client; (iii) Secondary Use: when requested by properly authorized persons or agencies; (iv) Legal Use: when required by law such as Worker's Compensation Board, communicable diseases agency, Occupational Health and Safety; and (v) Reasons of Safety: in special circumstances if the health and safety of the client or others is endangered. 	Health Care Provider

(b) When the designated health care provider is required to disclose information, the amount of information and the number of people to whom it is disclosed will be restricted to a minimum.	Health Care Provider
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Action Steps: Client Authorization	Responsibility
(a) The client will authorize disclosure of specific health information. This should: <ul style="list-style-type: none"> (i) be in writing and contain the client's signature as well as the signature of a witness; (ii) be dated; (iii) specify the name and description of the recipient of the information; (iv) specify the name and description of the person or institution intended to release the information; (v) include a description of the specific health information to be disclosed; (vi) specify the purpose for which the information is requested – how it is to be used; (vii) include an expiration date or time limit for the validity of the authorization; and (viii) specify that the client may rescind or amend the authorization in writing at any time prior to the expiration date except where action has been taken in reliance on the authorization. 	Employee

Action Steps: Storage and Security	Responsibility
(a) Employee health records and data shall be kept in designated areas subject to strict security controls. Records must never be left accessible to unauthorized persons. be in writing and contain the client's signature as well as the signature of a witness; (b) Only health care personnel shall handle records.	Employee

Action Steps: Transport of Medical Records	Responsibility
(a) Medical records to be sent to outside physicians or community health agencies shall be sent in sealed envelopes marked CONFIDENTIAL. These are to be sent by regular mail service. (b) All sealed envelopes marked CONFIDENTIAL shall be placed inside a plain sealed envelope for mail or courier service.	HR Team Leader – Wellness & Safety

Action Steps: Destruction of Records	Responsibility
(a) Health records shall be retained for a minimum of five years after the employee has terminated employment with The City of Red Deer. (b) The health care provider, according to the guidelines of the Records Management Policy, will manage destruction of records.	HR Team Leader – Wellness & Safety

Definitions:

- 2 Agency: includes institution, employer, group homes, private and public.
- 3 Client: a patient, group of patients, family or employee.
- 4 Closure: termination of a business agency or service.
- 5 Confidential Information: information which must not be disclosed without due authorization. This includes all individual employee records, and all written or verbal communications regarding individual health.
- 6 Disclosure: the release of employee health information with employee's informed consent. Exceptions exist when a court order, requirements of a provincial statute, authorized research, or matters of public policy (where the general good of society demands disclosure) require disclosure. Each entry of information should be dated and signed by the health care provider who provided the service.
- 7 Health Care Provider: The City's Occupational Health Nurse or other designated health care professional.
- 8 Health Information: an accumulation of data relevant to the present and previous health status of an individual, which includes everything health care personnel learn in the exercise of their duties.
- 9 Personal Health Record: individual's health information recorded on traditional paper records, computerized data systems or other automated modes. Contents of personal health records can include:
 - (1) any information pertinent to the present or future health care of the employee;
 - (2) health assessments, pre-placement or periodic examination findings/laboratory findings;
 - (3) records of individual counselling other than physical health problems;
 - (4) details of referrals to physician/community agencies;
 - (5) signed consent for release of information in those situations in which this is required; and
 - (6) requests for the release of information and a record of the information released.

References/Links:

- I EL-A-2.2 Treatment of Employees

Authority/Responsibility to Implement:

- I Human Resources Manager

2 HR Team Leader – Wellness & Safety

Scope/Application:

- I All health related information pertaining to employees will be placed in a Personal Health Record file maintained by The City of Red Deer’s health care provider.

Inquiries/Contact Person:

- I HR Team Leader – Wellness & Safety

Procedure Monitoring and Evaluation:

- I This procedure will be reviewed and evaluated at least every three years with amendments made as required.

Approval History:

Date:	Approved/Reviewed By:	Title:
Approved: April 13, 1993		
Revised: January 2001	“Grant Howell”	Personnel Manager
Reviewed: September 13, 2019	“Kristy Svoboda”	Director of Human Resources
Reviewed: October 7, 2020	“Tracy Bruce”	Human Resources Manager