



NORTHUMBERLAND HILLS HOSPITAL

Name:	Finance Agreements and Contracts
Location:	Finance
Legal Authority:	Public Hospitals Act
Information Maintained:	Name and contact information, details of financial arrangements between hospital and individual
Uses:	Contract management
Users:	Finance
Individuals in Bank:	Individuals who enter into agreements with the hospital
Retention & Disposal:	Life of contract plus 2 years



NORTHUMBERLAND HILLS HOSPITAL

Name:	Accounts Payable
Location:	Finance
Legal Authority:	Public Hospitals Act
Information Maintained:	Name, address, receipts, expense claim statements, financial transactions
Uses:	Maintain record of payments; Board and public reporting on expenses regarding payment of expenses
Users:	Auditors, finance department staff, managers, administration
Individuals in Bank:	Employees, individuals providing goods and services to hospital
Retention & Disposal:	7 years then destroy



NORTHUMBERLAND HILLS HOSPITAL

Name:	Accounts Receivable
Location:	Finance
Legal Authority:	Public Hospitals Act
Information Maintained:	Name, address, receipts, expense claim statements, financial transactions
Uses:	Maintain record of payments; Board and public reporting on expenses regarding payment of expenses
Users:	Auditors, finance department staff, managers, administration
Individuals in Bank:	Employees, individuals providing goods and services to hospital
Retention & Disposal:	7 years then destroy



NORTHUMBERLAND HILLS HOSPITAL

Name:	Cash Receipts Register
Location:	Finance
Legal Authority:	Public Hospitals Act
Information Maintained:	Names of individuals that made cash transactions
Uses:	Maintain record of payments and receipts issued, finance
Users:	Auditors, finance department staff, managers, administration
Individuals in Bank:	Individuals that made cash transactions
Retention & Disposal:	7 years then destroy



NORTHUMBERLAND HILLS HOSPITAL

Name:	OHIP Billing Records
Location:	Health Records
Legal Authority:	Health Insurance Act
Information Maintained:	Name of patient, OHIP number, whether an ambulance was used, date of admission and discharge, treatment and services provided including reasons, claim number
Uses:	Receive payment for insurable treatment and services provided to patients
Users:	Finance, Health Information Management, Physicians
Individuals in Bank:	Patients
Retention & Disposal:	If patient is 18 years of age or older, 10 years after discharge or death; if patient is younger than 18 years, 10 years following the patients' 18 th birthday



NORTHUMBERLAND HILLS HOSPITAL

Name:	Patient Accounts
Location:	Finance
Legal Authority:	Public Hospital Act
Information Maintained:	Patient name, contact information, services provided not covered by OHIP, amount owing
Uses:	Receive payment for treatment and services provided to patients that are not covered by OHIP
Users:	Finance
Individuals in Bank:	Patients
Retention & Disposal:	7 years



NORTHUMBERLAND HILLS HOSPITAL

Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Agreements and Contracts

Office of CEO

Public Hospitals Act

Name and contact information, details of financial arrangements between hospital and individual

Contract management

Administration

Individuals who enter into agreements with the hospital

Life of contract plus 2 years



NORTHUMBERLAND HILLS HOSPITAL

Name:	Human Resources Agreements and Contracts
Location:	Human Resources
Legal Authority:	Public Hospitals Act
Information Maintained:	Name and contact information, details of financial arrangements between hospital and individual
Uses:	Contract management
Users:	Human Resources
Individuals in Bank:	Individuals who enter into agreements with the hospital
Retention & Disposal:	Life of contract plus 2 years



NORTHUMBERLAND HILLS HOSPITAL

Name:	Employee Benefit Plan
Location:	Human Resources
Legal Authority:	Public Hospitals Act
Information Maintained:	Names and contact information of plan members, spouse and/or dependents, beneficiaries
Uses:	Administer benefit plans
Users:	Human Resources, benefit carriers
Individuals in Bank:	Plan members, spouse and/or dependents, beneficiaries
Retention & Disposal:	Life of agreement plus 2 years



NORTHUMBERLAND HILLS HOSPITAL

Name:	Employee Work History File
Location:	Human Resources
Legal Authority:	Employment Standards Act
Information Maintained:	Employee number and name, application form, benefits options, education, work history, attendance and leave records, performance reviews, disciplinary actions, police check
Uses:	Document work history
Users:	Human Resources, applicable manager as appropriate
Individuals in Bank:	Employees
Retention & Disposal:	3 years after employee departure



NORTHUMBERLAND HILLS HOSPITAL

Name:	HOOPP Employee Deductions
Location:	Human Resources
Legal Authority:	Public Hospitals Act
Information Maintained:	Ontario Pension Benefit Act
Uses:	Pension contribution deduction amount
Users:	Document individual employee deductions
Individuals in Bank:	Payroll, Finance
Retention & Disposal:	Employees
	Permanent



NORTHUMBERLAND HILLS HOSPITAL

Name:	Employee Medical Data File
Location:	Human Resources
Legal Authority:	Occupational Health and Safety Act
Information Maintained:	Information about an employee's medical conditions, return to work, ability to perform regular duties, WSIB records, N95 mask-fit, vaccination and immunization records
Uses:	Assist with employees medical issues as they relate to employment
Users:	Occupational Health
Individuals in Bank:	Employees
Retention & Disposal:	20 years from the last visit or 40 years



NORTHUMBERLAND HILLS HOSPITAL

Name:	Employee Occupational Health File
Location:	Occupational Health
Legal Authority:	Occupational Health and Safety Act
Information Maintained:	Information about an employee's medical conditions, return to work, ability to perform regular duties, WSIB records, N95 mask-fit, vaccination and immunization records
Uses:	Assist with employees medical issues as they relate to employment
Users:	Occupational Health
Individuals in Bank:	Employees
Retention & Disposal:	20 years from the last visit or 40 years



NORTHUMBERLAND HILLS HOSPITAL

Name:	Employee Payroll File
Location:	Human Resources
Legal Authority:	Employment Standards Act, Insurance Act, Canada Pension Plan,
Information Maintained:	Employee number and name, address, sex, date of birth, social insurance number, marital status, telephone number, tax exemptions, employee benefit information, bank account and transfer number, name of group life and pension beneficiary
Uses:	Calculate and administer payroll, employee benefits and pensions
Users:	Payroll, Human Resources, Finance
Individuals in Bank:	Employees
Retention & Disposal:	7 years after employee departure



NORTHUMBERLAND HILLS HOSPITAL

Name:	Employee Recruitment & Interview Process
Location:	Human Resources
Legal Authority:	Public Hospitals Act
Information Maintained:	Individuals' submitted resumes and/or job applications, containing information on employment history, education and contact information
Uses:	Document competition and hiring process
Users:	Human Resources
Individuals in Bank:	Employees and members of the public applying for positions
Retention & Disposal:	1 year



NORTHUMBERLAND HILLS HOSPITAL

Name:	Attendance & Scheduling
Location:	Human Resources
Legal Authority:	Employment Standards Act
Information Maintained:	Name, leaves of absence, hours of work, overtime, statutory holidays, sick time taken, vacation days, attendance, shift schedules
Uses:	Document attendance, record and manage sick time
Users:	Human Resources, Department Managers, Shift Office
Individuals in Bank:	Employees, contract employees
Retention & Disposal:	3 years



NORTHUMBERLAND HILLS HOSPITAL

Name:	Payroll Deduction Authorizations
Location:	Human Resources
Legal Authority:	Income Tax Act
Information Maintained:	Employee number and name, deductions authorized
Uses:	Deduct proper amounts from wages
Users:	Payroll, Human Resources, Finance
Individuals in Bank:	Employees
Retention & Disposal:	7 years



NORTHUMBERLAND HILLS HOSPITAL

Name:	Accident Reporting
Location:	Occupational Health
Legal Authority:	Occupational Health and Safety Act
Information Maintained:	Employee names, test results, concerns about health, safety and accommodation needs
Uses:	Respond to health and safety concerns and issues, WSIB
Users:	Occupational Health, Human Resources
Individuals in Bank:	Employees (those involved in an accident, names of witnesses)
Retention & Disposal:	7 years



NORTHUMBERLAND HILLS HOSPITAL

Name:	Workplace Safety & Accident Reporting
Location:	Occupational Health
Legal Authority:	Occupational Health and Safety Act
Information Maintained:	Employee names, test results, concerns about health, safety and accommodation needs
Uses:	Respond to health and safety concerns and issues, WSIB
Users:	Occupational Health, Human Resources
Individuals in Bank:	Employees (those involved in an accident, names of witnesses)
Retention & Disposal:	7 years



NORTHUMBERLAND HILLS HOSPITAL

Name:	Attendance & Scheduling
Location:	Payroll (Loki, Ormed)
Legal Authority:	Employment Standards Act
Information Maintained:	Name, leaves of absence, hours of work, overtime, statutory holidays, sick time taken, vacation days, attendance, shift schedules
Uses:	Document attendance, record and manage sick time, process pay periods
Users:	Human Resources, Department Managers, Scheduling Office
Individuals in Bank:	Employees
Retention & Disposal:	3 years



NORTHUMBERLAND HILLS HOSPITAL

Name:	Quality and Patient Safety Reviews
Location:	Risk Management
Legal Authority:	Quality of Care Information Act
Information Maintained:	Patient name, contact information, patient health information, care and treatment provided, adverse effects
Uses:	To evaluate care, service delivery and improve the quality of care and services provided to patients
Users:	Risk and Quality Department staff, Administration, Clinical Leads, Program Directors, Clinical Educators
Individuals in Bank:	Patients
Retention & Disposal:	10 years



NORTHUMBERLAND HILLS HOSPITAL

Name:	Claims
Location:	Risk Management
Legal Authority:	Public Hospitals Act
Information Maintained:	Name, contact information of affected individual and details of claim
Uses:	Respond to issues surrounding claim
Users:	Risk and Quality Department staff, Legal counsel, insurer, Administration
Individuals in Bank:	Individuals who have made a claim
Retention & Disposal:	2 years following final closure of claim



NORTHUMBERLAND HILLS HOSPITAL

Name:	Claims
Location:	Risk Management
Legal Authority:	Public Hospitals Act
Information Maintained:	Name, contact information of affected individual and details of injury or possible injury including related circumstances
Uses:	To improve safety, to inform affected parties and to respond to any issues related to the matter
Users:	Risk and Quality and departmental staff as required
Individuals in Bank:	Patients or visitors who have or may have been injured
Retention & Disposal:	2 years following final closure of file



NORTHUMBERLAND HILLS HOSPITAL

Name:	Master Patient Index
Location:	Health Records
Legal Authority:	Public Hospitals Act
Information Maintained:	Patient name, demographic and contact information, medical record number, OHIP and other insurance number, date of visit, primary care and attending physician, emergency contact information, length of stay
Uses:	To accurately identify patients and link to patient care information to the right patient; maintain a complete record of all patient visits
Users:	Registration staff, care providers, patient accounts
Individuals in Bank:	Patients
Retention & Disposal:	Permanent



NORTHUMBERLAND HILLS HOSPITAL

Name:	Patient Diagnostic Images (excluding Mammograms)
Location:	Diagnostic Imaging
Legal Authority:	Public Hospitals Act
Information Maintained:	See Master Patient Index; medical images
Uses:	Diagnosis, care and treatment of patient
Users:	Care providers
Individuals in Bank:	Patients
Retention & Disposal:	If patient is 18 years of age or older, 5 years after discharge or death; if patient is younger than 18 years, 5 years following the patients' 18 th birthday



NORTHUMBERLAND HILLS HOSPITAL

Name:	Patient Diagnostic Images - Mammograms
Location:	Diagnostic Imaging
Legal Authority:	Public Hospitals Act
Information Maintained:	See Master Patient Index; medical images of the breast
Uses:	Diagnosis, care and treatment of patient
Users:	Care providers
Individuals in Bank:	Patients
Retention & Disposal:	If patient is 18 years of age or older, 10 years after discharge or death; if patient is younger than 18 years, 10 years following the patients' 18 th birthday

Name:	Patient Health Record (Chart)
Location:	Health Records
Legal Authority:	Public Hospitals Act
Information Maintained:	See Master Patient Index; medical condition and diagnostic information, test results, medications, records relating to any surgical or other procedures, births
Uses:	Provision of care, document the medical history of the patient, evaluation of quality of care and service provision, research as approved by Research Ethics Board
Users:	Care providers, staff responsible for reporting provincial and national requirements, researchers approved by the Research Ethics Committee
Individuals in Bank:	Patients
Retention & Disposal:	If patient is 18 years of age or older, 10 years after discharge or death; if patient is younger than 18 years, 10 years following the patients' 18 th birthday



NORTHUMBERLAND HILLS HOSPITAL

Name:	Pharmacy Dispensing Records
Location:	Pharmacy
Legal Authority:	Drugs and Pharmacies Regulations Act
Information Maintained:	Patient name, drug prescribed, date of prescription, name of prescriber
Uses:	Dispensing of prescribed drugs to patient
Users:	Pharmacy staff
Individuals in Bank:	Patients
Retention & Disposal:	3 years



NORTHUMBERLAND HILLS HOSPITAL

Name:	Patient Registration
Location:	Health Records
Legal Authority:	Public Hospitals Act
Information Maintained:	Patient name, demographic and contact information, medical record number, OHIP and other insurance number, date of visit, reason for visit, primary care and attending physician, emergency contact information, length of stay
Uses:	To maintain a record of patient visits to hospital
Users:	Registration staff, care providers
Individuals in Bank:	Patients
Retention & Disposal:	Permanent



NORTHUMBERLAND HILLS HOSPITAL

Name:	Requests for Personal Health Information
Location:	Health Records
Legal Authority:	Personal Health Information Protection Act
Information Maintained:	Name, contact information and medial record number of individual to whom the personal health information (PHI) relates, the PHI requested; may include patient consent to disclose to another person or organization (e.g. insurance company), may include name and contact for substitute decision maker (if applicable)
Uses:	To identify, locate and provide requested personal health information to patient/former patient or as directed by patient or substitute decision maker
Users:	Release of Information Staff
Individuals in Bank:	Individuals who have made a claim
Retention & Disposal:	TBD