



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Finance Agreements and Contracts

Finance

Public Hospitals Act

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

Contract management

Finance

Individuals who enter into agreements with the hospital

Life of contract plus 2 years



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Accounts Payable

Finance

Public Hospitals Act

Name, address, receipts, expense claim statements, financial transactions

Maintain record of payments; Board and public reporting on expenses regarding payment of expenses

Auditors, finance department staff, managers, administration

Employees, individuals providing goods and services to hospital

7 years then destroy



NORTHUMBERLAND HILLS HOSPITAL

Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Accounts Receivable

Finance

Public Hospitals Act

Name, address, receipts, expense claim statements, financial transactions

Maintain record of payments; Board and public reporting on expenses regarding payment of expenses

Auditors, finance department staff, managers, administration

Employees, individuals providing goods and services to hospital

7 years then destroy



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Cash Receipts Register

Finance

Public Hospitals Act

Names of individuals that made cash transactions

Maintain record of payments and receipts issued, finance

Auditors, finance department staff, managers, administration

Individuals that made cash transactions

7 years then destroy



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

OHIP Billing Records

Health Records

Health Insurance Act

Name of patient, OHIP number, whether an ambulance was used, date of admission and discharge, treatment and services provided including reasons, claim number

Receive payment for insurable treatment and services provided to patients

Finance, Health Information Management, Physicians

Patients

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' 18th birthday



NORTHUMBERLAND HILLS HOSPITAL

Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Patient Accounts

Finance

Public Hospital Act

Patient name, contact information, services provided not covered by OHIP, amount owing

Receive payment for treatment and services provided to patients that are not covered by OHIP

Finance

Patients

7 years



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



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



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Employee Benefit Plan

Human Resources

Public Hospitals Act

Names and contact information of plan members, spouse and/or dependents, beneficiaries

Administer benefit plans

Human Resources, benefit carriers

Plan members, spouse and/or dependents, beneficiaries

Life of agreement plus 2 years



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Employee Work History File

Human Resources

Employment Standards Act

Employee number and name, application form, benefits options, education, work history, attendance and leave records, performance reviews, disciplinary actions, police check

Document work history

Human Resources, applicable manager as appropriate

Employees

3 years after employee departure



NORTHUMBERLAND HILLS HOSPITAL

Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

HOOPP Employee Deductions

Human Resources

Public Hospitals Act

Ontario Pension Benefit Act

Pension contribution deduction amount

Document individual employee deductions

Payroll, Finance

Employees

Permanent



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Employee Medical Data File

Human Resources

Occupational Health and Safety Act

Information about an employee's medical conditions, return to work, ability to perform regular duties, WSIB records, N95 mask-fit, vaccination and immunization records

Assist with employees medical issues as they relate to employment

Occupational Health

Employees

20 years from the last visit or 40 years



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Employee Occupational Health File

Occupational Health

Occupational Health and Safety Act

Information about an employee's medical conditions, return to work, ability to perform regular duties, WSIB records, N95 mask-fit, vaccination and immunization records

Assist with employees medical issues as they relate to employment

Occupational Health

Employees

20 years from the last visit or 40 years



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



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Employee Recruitment & Interview Process

Human Resources

Public Hospitals Act

Individuals' submitted resumes and/or job applications, containing information on employment history, education and contact information

Document competition and hiring process

Human Resources

Employees and members of the public applying for positions

1 year



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Attendance & Scheduling

Human Resources

Employment Standards Act

Name, leaves of absence, hours of work, overtime, statutory holidays, sick time taken, vacation days, attendance, shift schedules

Document attendance, record and manage sick time

Human Resources, Department Managers, Shift Office

Employees, contract employees

3 years



NORTHUMBERLAND HILLS
HOSPITAL

Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Payroll Deduction Authorizations

Human Resources

Income Tax Act

Employee number and name, deductions authorized

Deduct proper amounts from wages

Payroll, Human Resources, Finance

Employees

7 years



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Accident Reporting

Occupational Health

Occupational Health and Safety Act

Employee names, test results, concerns about health, safety and accommodation needs

Respond to health and safety concerns and issues, WSIB

Occupational Health, Human Resources

Employees (those involved in an accident, names of witnesses)

7 years



NORTHUMBERLAND HILLS HOSPITAL

Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Workplace Safety & Accident Reporting

Occupational Health

Occupational Health and Safety Act

Employee names, test results, concerns about health, safety and accommodation needs

Respond to health and safety concerns and issues, WSIB

Occupational Health, Human Resources

Employees (those involved in an accident, names of witnesses)

7 years



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Attendance & Scheduling

Payroll (Loki, Ormed)

Employment Standards Act

Name, leaves of absence, hours of work, overtime, statutory holidays, sick time taken, vacation days, attendance, shift schedules

Document attendance, record and manage sick time, process pay periods

Human Resources, Department Managers, Scheduling Office

Employees

3 years



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Quality and Patient Safety Reviews

Risk Management

Quality of Care Information Act

Patient name, contact information, patient health information, care and treatment provided, adverse effects

To evaluate care, service delivery and improve the quality of care and services provided to patients

Risk and Quality Department staff, Administration, Clinical Leads, Program Directors, Clinical Educators

Patients

10 years



NORTHUMBERLAND HILLS HOSPITAL

Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Claims

Risk Management

Public Hospitals Act

Name, contact information of affected individual and details of claim

Respond to issues surrounding claim

Risk and Quality Department staff, Legal counsel, insurer, Administration

Individuals who have made a claim

2 years following final closure of claim



NORTHUMBERLAND HILLS HOSPITAL

Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Claims

Risk Management

Public Hospitals Act

Name, contact information of affected individual and details of injury or possible injury including related circumstances

To improve safety, to inform affected parties and to respond to any issues related to the matter

Risk and Quality and departmental staff as required

Patients or visitors who have or may have been injured

2 years following final closure of file



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Master Patient Index

Health Records

Public Hospitals Act

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

To accurately identify patients and link to patient care information to the right patient; maintain a complete record of all patient visits

Registration staff, care providers, patient accounts

Patients

Permanent



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Patient Diagnostic Images (excluding Mammograms)

Diagnostic Imaging

Public Hospitals Act

See Master Patient Index; medical images

Diagnosis, care and treatment of patient

Care providers

Patients

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' 18th birthday



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Patient Diagnostic Images - Mammograms

Diagnostic Imaging

Public Hospitals Act

See Master Patient Index; medical images of the breast

Diagnosis, care and treatment of patient

Care providers

Patients

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' 18th 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:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Pharmacy Dispensing Records

Pharmacy

Drugs and Pharmacies Regulations Act

Patient name, drug prescribed, date of prescription, name of prescriber

Dispensing of prescribed drugs to patient

Pharmacy staff

Patients

3 years



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Patient Registration

Health Records

Public Hospitals Act

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

To maintain a record of patient visits to hospital

Registration staff, care providers

Patients

Permanent



Name:

Location:

Legal Authority:

Information Maintained:

Uses:

Users:

Individuals in Bank:

Retention & Disposal:

Requests for Personal Health Information

Health Records

Personal Health Information Protection Act

Name, contact information and medical 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)

To identify, locate and provide requested personal health information to patient/former patient or as directed by patient or substitute decision maker

Release of Information Staff

Individuals who have made a claim

TBD