



Type: Clinical Procedures
Subsection: D-Documentation
Authority: Executive Director with Medical Director
Related Documents:

Policy

To maintain the confidentiality of all records and to protect the privacy and rights of the patient.

Purpose

1. Unrestricted access to patient records is granted to: -
 - 1.1. Medical Director/Attending Physician or Coroner
 - 1.2. Registered Nursing Staff and Staff involved in direct care
 - 1.3. Senior Administration
 - 1.4. Authorized Ministry Representative
2. At the discretion of the Resident Care Coordinator the following will be provided with access to all or portions of the medical record:
 - 2.1. Consulting Health Care Physicians
 - 2.2. Dentistry
 - 2.3. Optometry
 - 2.4. Physiotherapy

D-02.01 Principles of Charting

1. Active charts and components of the Health Care Record shall be kept in a controlled environment at the Nurse's station.
2. Inactive/discharged/deceased charts shall be stored in accordance with the Personal Health Information Protection Act, 2003 (PHIPA).

D-02.02 Review Cycle

Clinical Policies shall be reviewed in the odd year.

Original Approval: 04-2004
Reviewed On:
Revised On: 04-2013