

SAMPLE HIPMA brochure/handout

Disclaimer: This document is not an official legal interpretation of the legislation and is not binding on the Government of Yukon. It is not a substitute for legal advice, which would consider, among other things, facts specific to your situation, specific legal issues relevant to your situation, your goals, limits and constraints, and the context you are operating within.

This is sample copy that you can adapt to create your own brochure or handout for your clients.

Highlights

The new *Health Information Privacy and Management Act* is legislation that allows for people to have greater control over their health information, improves the way that privacy is protected, and will facilitate the creation of electronic health records for more effective and efficient healthcare services.

Yukon has a new territorial health privacy law. The *Health Information Privacy and Management Act* governs how healthcare providers may collect, use, and disclose your personal health information.

This law is designed to protect the privacy of your health information, while allowing for the effective delivery of the healthcare services you need.

What is HIPMA?

The *Health Information Privacy and Management Act* (or, *HIPMA*, for short) is a new law designed to improve the way that your privacy is protected when you seek healthcare services in Yukon.

Who has to follow HIPMA?

HIPMA applies to most healthcare providers, including us. Examples include: Yukon's department of Health and Social Services, your family doctor, naturopath, chiropractor, dentist, your local hospital, community health centre, or emergency medical services (ambulance). They are called "**custodians**".

What Information does HIPMA Protect?

HIPMA improves how health information custodians handle and protect your health information. Health information is any information relating to:

- ▶ Your health or healthcare;
- ▶ How you pay for healthcare;
- ▶ Any tests or examinations that you have undergone, and
- ▶ Your decisions around organ or bodily substance donation.

For example: When you go to the community health centre, the information that is collected by the nurse or doctor is protected under *HIPMA* and the health centre must follow all the rules and guidelines set out in the *Act*.

How do we protect your Health Information?

HIPMA creates a set of information practices (rules) for custodians. The rules address how information can be used or collected, who is allowed to see the information, who can be told the information and under what circumstances, and what security measures must be used. As a custodian, we have in place written policies regarding these rules and we provide training to our staff to ensure they are aware of their responsibilities. We have in place security measures, such as locked cabinets and passwords for computer systems, to protect your information.

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For example:

- ▶ Your dentist is not permitted to use the information that they have about you (name, age, contact information) to fundraise for their 5K FunRun for Tooth Decay.
- ▶ Hospital staff are not permitted to access your records because they are bored or curious about you.

What will “custodians” do with my information?

HIPMA states that custodians must limit the information that they collect from you, use, or disclose to other healthcare providers to the minimum amount of health information needed. Your health information will be used and disclosed on a ‘need to know’ basis.

For example: If you come to the hospital with a broken arm the intake nurse will not ask if you have ever been treated for an sexually transmitted infection (STI), because that information is not necessary to treat a broken arm.

What are my rights under *HIPMA*?

Under *HIPMA*, you have certain rights when it comes to the access, protection, disclosure and use of your health information.

- ▶ You have the right to be notified if there has been a breach of your health information that could cause you significant harm.
- ▶ You have the right to request access to your health information.
- ▶ You have the right to request that changes be made to health information that you believe to be inaccurate or incorrect.
- ▶ You have the right to request a record of who has looked at your records.
- ▶ You have the right to limit or withdraw consent to the collection, use, or disclosure of your health information.
- ▶ You have the right to make a complaint to a custodian about their health information practices if you believe they do not follow *HIPMA*.

How do I get a copy of my personal health information? Ask for a correction?

Please contact our privacy individual using the information below. *HIPMA* sets out the rules for what we can charge you for accessing your records and how long we have to respond to your requests.

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What do I do if I have a complaint?

If you have a concern regarding the privacy of your personal health information or our information practices, please contact our privacy individual using the information below. If we do not address your complaint to your satisfaction, you may contact Yukon's Information and Privacy Commissioner.

Your organizations' privacy person contact info.

Yukon's Information and Privacy Commissioner contact info.



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