**SANTÉ MANITOUWADGE HEALTH**

**PERSONAL INFORMATION BANK**

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| **CORPORATE RECORDS** |
| **Record** | **Description** | **Format** | **Retention Period** | **How Information is Used** |
| Register of Members | Names, addresses, phone numbers | Electronic & hard copy | As per SMH Retention Policy | Communication with members |
| Register of Directors | Names addresses, phone numbers | Electronic & hard copy | As per SMH Retention Policy | Communication with Directors |
| Legal Files | Correspondence, statement of claims, settlements, court rulings, research, privileged notes, etc. | Electronic & hard copy | As per SMH Retention Policy | To respond to legal matters and litigation affecting or initiated by the hospital. |
| Quality of Care | Quality Assurance, Risk Management | Electronic & hard copy | As per SMH Retention Policy | Quality of care reviews |

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| **FINANCIAL RECORDS** |
| **Record** | **Description** | **Format** | **Retention Period** | **How Information is Used** |
| Books of Account and Accounting Records | Records relating to all financial transactions | Electronic & hard copy | As per SMH Retention Policy | Finance |
| Bank Deposit Slips/Books | Deposit slips & records | Electronic & hard copy | As per SMH Retention Policy | Reconcile bank account |
| Cash Receipts | Copies of receipts | Electronic & hard copy | As per SMH Retention Policy | Confirm payments |
| Duplicates of Charitable Donations Receipts | Donation receipts | Hard copy | As per SMH Retention Policy | Confirm donations |
| Accounts receivable supporting documents | Insurance statements, ambulance transfer slips, cheque stubs, etc. | Hard copy | As per SMH Retention Policy | Reconcile account payments & charges |
| Cheques | Cheque Register, Invoice Posting and Payment posting Reports | Electronic & hard copy | As per SMH Retention Policy | To record cheque run information |
| Invoice (Accounts Receivable) | Invoices sent to clients | Electronic & hard copy | As per SMH Retention Policy | Monitor balances owing |
| Invoice (Accounts Payable) | Invoice, Cheque stub, Purchase Orders, correspondence | Hard copy | As per SMH Retention Policy | To record financial and or purchasing information |
| LTC & ALC | Admission contracts, renewals, and financial information relating to Rate Reduction calculations | Electronic & hard copy | As per SMH Retention Policy | To enable invoicing of clients |
| OHIP, WSIB & Interprovincial Receivables Records | Submission records, Remittance advice listings | electronic | As per SMH Retention Policy | Process billing to & payments received from OHIP, WSIB & Interprovincial Ministries |
| Employee Expenses | Claim forms & receipts | Electronic & hard copy | As per SMH Retention Policy | To record employee expenses for reimbursement |
| Payroll | Timesheets of individual employee hours worked, vacation entitlement, leave of absence requests/sick leave, wage statements | Electronic & hard copy | As per SMH Retention Policy | To support payroll |
| Remittance, Deductions and Statutory Reporting | Payroll related reports (including statutory remittances, ROE'S, HOOPP/T4) | Electronic & hard copy | As per SMH Retention Policy | To support payroll |
| Disability Management | Includes Medical Certificates, Risk Reports (copies), WSIB Form 7 & follow-up, LTD carrier correspondence, HOOPP correspondence (i.e. free accrual) | Hard copy | As per SMH Retention Policy | To assist staff to return to work following injury or illness |
| Recruitment | Applicant information (applications, resumes, references, etc.) and competition information | Hard copy | As per SMH Retention Policy | To administer the selection and hiring process |
| Grievance |  | Hard copy | As per SMH Retention Policy | To investigate, resolve and manage labour relations, and administer the grievance and arbitration process. |
| Personnel File | Includes some or all of the following: name, date of birth, home/emergency contact info, marital/family status, beneficiary info, benefits/pension info, employment/education info, criminal records check, group benefit documentation | Electronic & hard copy | As per SMH Retention Policy | Used for payroll & administration of benefits |
| Employment Information | Offer of Employment Letter, Change in Status/Pay Scale, Performance Appraisals, discipline records, training records, correspondence, proof of current professional designation | Hard copy | As per SMH Retention Policy | Tracking of employee progress |
| Physician Appointment Records | Correspondence / reports or notes addressing the appointment/rejection of a physician | Electronic & Hard copy | As per SMH Retention Policy | Credentialing |
| Workplace Accident/Incident Investigation Records | Employee information about involvement in incidents/accidents | Hard copy | As per SMH Retention Policy | To investigate/resolve workplace accidents/incidents |
| Occupational Health and Safety Records | WSIB Form 7 | Hard copy | As per SMH Retention Policy | Workplace accident reporting |
| Employee Contact Lists | Staff personal phone numbers | Electronic & hard copy | As per SMH Retention Policy | To contact staff for scheduling purposes or during an emergency |
| Freedom of Information | Information related to an FOI request | Hard copy | As per SMH Retention Policy | To support FOI access request process |
| Infection Control | Surveillance documents, infection control | Electronic & hard copy | As per SMH Retention Policy | Infection control |

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| **PATIENT CARE RECORDS** |
| **Record** | **Description** | **Format** | **Retention Period** | **How the information is used** |
| Patient Register | Inpatient, Outpatient & Emergency | Electronic & hard copy | As per SMH Retention Policy | List of all patients registered at MGH per Public Hospitals Act |
| Clinical records | Documentation related to the care of clients, includes Personal Health Information, clinical findings, visit history | Electronic & hard copy | As per SMH Retention Policy | To maintain an accurate patient record. |
| Resident charts | Documentation related to the care of long term care residents | Electronic & hard copy | As per SMH Retention Policy | To maintain updated records of resident care and progress. |
| Diagnostic Images | Includes personal health information, images, history of studies, reports | electronic | As per SMH Retention Policy | Clinical management |
| Ontario Telemedicine Network | Referral with confirmation sheet | Hard copy | As per SMH Retention Policy | Scheduling |
| RAI | Assessment tools & client files (LTC) | Electronic & hard copy | As per SMH Retention Policy | Care planning & tracking |
| Privacy Files | Investigation information | Hard copy | As per SMH Retention Policy | To respond to requests under the Personal Health Information Protection Act & to investigate potential privacy breaches. |
| Patient Satisfaction Surveys | Completed patient satisfaction surveys | Hard copy | As per SMH Retention Policy | To monitor patient satisfaction |