

**MANITOUWADGE GENERAL HOSPITAL  
PERSONAL INFORMATION BANK**

**CORPORATE RECORDS**

<b>Record</b>	<b>Description</b>	<b>Format</b>	<b>Retention Period</b>	<b>How Information is Used</b>
Register of Members	Names, addresses, phone numbers	Electronic & hard copy	As per MGH Retention Policy	Communication with members
Register of Directors	Names addresses, phone numbers	Electronic & hard copy	As per MGH Retention Policy	Communication with Directors
Legal Files	Correspondence, statement of claims, settlements, court rulings, research, privileged notes, etc.	Electronic & hard copy	As per MGH 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 MGH retention policy	Quality of care reviews

<b>FINANCIAL RECORDS</b>				
<b>Record</b>	<b>Description</b>	<b>Format</b>	<b>Retention Period</b>	<b>How Information is Used</b>
Books of Account and Accounting Records	Records relating to all financial transactions	Electronic & hard copy	As per MGH Retention Policy	Finance
Bank Deposit Slips/Books	Deposit slips & records	Electronic & hard copy	As per MGH Retention Policy	Reconcile bank account
Cash Receipts	Copies of receipts	Electronic & hard copy	As per MGH retention policy	Confirm payments
Duplicates of Charitable Donations Receipts	Donation receipts	Hard copy	As per MGH Retention Policy	Confirm donations
Accounts receivable supporting documents	Insurance statements, ambulance transfer slips, cheque stubs, etc.	Hard copy	As per MGH retention policy	Reconcile account payments & charges
Cheques	Cheque Register, Invoice Posting and Payment posting Reports	Electronic & hard copy	As per MGH Retention Policy	To record cheque run information
Invoice (Accounts Receivable)	Invoices sent to clients	Electronic & hard copy	As per MGH retention policy	Monitor balances owing
Invoice (Accounts Payable)	Invoice, Cheque stub, Purchase Orders, correspondence	Hard copy	As per MGH 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 MGH Retention Policy	To enable invoicing of clients
OHIP, WSIB & Interprovincial Receivables Records	Submission records, Remittance advice listings	electronic	As per MGH Retention Policy	Process billing to & payments received from OHIP, WSIB & Interprovincial Ministries
Employee Expenses	Claim forms & receipts	Electronic & hard copy	As per MGH Retention Policy	To record employee expenses for reimbursement

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**HUMAN RESOURCES RECORDS**

<b>Record</b>	<b>Description</b>	<b>Format</b>	<b>Retention Period</b>	<b>How the Information is used</b>
Payroll	Timesheets of individual employee hours worked, vacation entitlement, leave of absence requests/sick leave, wage statements	Electronic & hard copy	Per MGH 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 MGH 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 MGH 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 MGH Retention Policy	To administer the selection and hiring process
Grievance		Hard copy	As per MGH 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 MGH Retention Policy	Used for payroll & administration of benefits

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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 MGH Retention Policy	Tracking of employee progress
Physician Appointment Records	Correspondence / reports or notes addressing the appointment/rejection of a physician	Hard copy	As per MGH Retention Policy	Credentialing
Workplace Accident/Incident Investigation Records	Employee information about involvement in incidents/accidents	Hard copy	As per MGH Retention Policy	To investigate/resolve workplace accidents/incidents
Occupational Health and Safety Records	WSIB Form 7	Hard copy	As per MGH Retention Policy	Workplace accident reporting
Employee Contact Lists	Staff personal phone numbers	Electronic & hard copy	As per MGH 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 MGH Retention Policy	To support FOI access request process
Infection Control	Surveillance documents, infection control	Electronic & hard copy	As per MGH Retention policy	Infection control

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**PATIENT CARE RECORDS**

<b>Record</b>	<b>Description</b>	<b>Format</b>	<b>Retention Period</b>	<b>How the information is used</b>
Patient Register	Inpatient, Outpatient & Emergency	Electronic & hard copy	As per MGH 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 MGH 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 MGH 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 MGH Retention Policy	Clinical management
Ontario Telemedicine Network	Referral with confirmation sheet	Hard copy	As per MGH Retention Policy	Scheduling
RAI	Assessment tools & client files (LTC)	Electronic & hard copy	As per MGH Retention Policy	Care planning & tracking
Privacy Files	Investigation information	Hard copy	As per MGH 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 MGH Retention Policy	To monitor patient satisfaction