

Finance Directory of Records

Record Description	Jurisdiction / Authority	Location	Personal Information Bank	Types of PI	Uses of PI	Authorized Users	Individuals in the Bank
Charitable Donation Records: Records related to charitable donations received by the Hospital	Income Tax Act s 230(1), Income Tax Act Regulation s 5800	Finance Department	Yes	Donor's name and contact information	Issuance of charitable tax receipts	Finance staff, Auditors	Donors
General Accounting Records: Records related to the administration and processing of financial transactions	Income Tax Act s 230(1), Income Tax Act Regulation s 5800, Ontario Ministry of Finance Tax Information Bulletin (Nov 2003)	Finance Department	Yes	Name and contact information related to patients, staff and other 3rd parties	Details to support financial transactions	Finance staff, Auditors	Patients, Employees, Public
Physician Billing Records: Records related to claims in respect of treatment and services provided to patients	Income Tax Act s 230(1), Income Tax Act Regulation s 5800, Ontario Ministry of Finance Tax Information Bulletin (Nov 2003)	Finance Department	Yes	Physician's Name, Patient's Name, Procedure codes	Back up and support for payment to physicians	Finance staff, Physicians,	Physicians, Patients
Accounts Receivable/Patient Accounts: Records related to payments received, chargeable services or services not covered under OHIP	Income Tax Act s 230(1), Income Tax Act Regulation s 5800, Ontario Ministry of Finance Tax Information Bulletin (Nov 2003)	Finance Department	Yes	Patient's Name, contact information, details on nature of charges	Used for billings and to process patient payments	Finance staff, Auditors	Patients

Payroll Records: Records related to the administration and processing of employee salary/benefits and expense payments during the regularly scheduled bi-weekly pay cycle	Income Tax Act s 230(1), Income Tax Act Regulation s 5800, Ontario Ministry of Finance Tax Information Bulletin (Nov 2003)	Finance Department	Yes	Employee name, address, SIN, payroll identification number, etc	Control payments to employees	Finance staff, Employees	Employees
Accounts Payable: Records related to payments made by the Hospital to 3rd parties for products and services	Income Tax Act s 230(1), Income Tax Act Regulation s 5800, Ontario Ministry of Finance Tax Information Bulletin (Nov 2003)	Finance Department	Yes	Name and Contact Information	Control payments to 3rd Parties	Finance staff	Vendors Names, Contact Information
Case Costing Data: Records linking patient encounters with the associated cost of the activity	SJHH Policy	Finance Department	Yes	Patient Name, contact info, Healthcard #, family MD	Demographic - cost analysis	Case Costing Manager, Financial Analysts	Patient, Physician