

Directory of Records & Personal Information Banks

The Directory of Records is a listing of the types of records held and maintained by St. Joseph's Healthcare Hamilton (SJHH). The posted directories are categorized and are not intended as a complete list held by this institution.

Record holdings include both Personal Information Banks (PIB) and General Records. These are classified by category and include a description of record types and those that hold PIBs. We have posted our Corporate, Finance, Human Resources and Patient Care directories as required by the Ontario Freedom of Information and Protection of Privacy Act (FIPPA).

Personal Information Banks are a collection of personal information that is organized and can be retrieved by an individual's name or some other personal identifier. Examples include employment contracts, payroll, and volunteer scheduling.

General Records include any records that are not considered to be a PIB. Examples include collective agreements, internal communications, external communications, and operation budgets.

Please note that access to personal health information, such as patient's medical record or diagnostic tests, are not available under FIPPA. The Personal Health Information Protection Act 2004 (PHIPA) applies to a patient's medical information and SJHH protects that information in accordance to PHIPA. Any requests for personal health information should be directed to the Health Record Department.

<u>Category</u>	<u>Description</u>
Building Services	Records relating to the management of the hospital's facilities and real property. This can include records of fire safety, mechanical and electrical systems and overall maintenance and repair.
Capital Projects/Redevelopment	Records relating to the planning, construction and commissioning of new, expanded and renovated hospital facilities.
Clinical Programs	Records relating to the management and delivery of health-care services and resources provided by the hospital to patients and to the broader community.
Clinical Support Services	Records relating to the management and delivery of clinical support services including laboratories, diagnostic imaging and pharmacy.
Communications & Public Affairs	Records relating to maintaining and enhancing the hospital's reputation, developing internal and external relations, and disseminating information.
Corporate: posted	Includes records related to the general administration and governance of the hospital, including records of the Board of Governors as well as those of the senior administration groups.
Equipment and Supplies	Records relating to the management of the hospital's movable property and supplies.
Finance: posted	Records relating to financial management functions, including accounting transactions, accounts payable, accounts receivable, reconciliations, financial reporting and accompanying documentation. These records may include requisitions, deposit control reports, direct payments and bank transfers, records relating to employee expenses, purchase orders and purchase cards.
Human Resources: posted	Records relating to the management of hospital employees, volunteers, students, physicians and residents.
Information Management & Information Technology	Information Management & Information Technology Records relating to the maintenance, development and management of the hospital's information assets and information technology.
Patient Care: posted	Hospitals retain patient care records for diagnosing, treating and caring for the patient or in some cases, teaching purposes. Patient records may also be used when auditing or reviewing medical, nursing or other care.
Purchasing	Records relating to the hospital's procurement processes. Records may include documents relating to procurement development, vendor evaluations and contract management.
Research	Records relating to the development of knowledge that provides insight into clinical and scientific issues affecting health.
Risk, Medical & Legal Affairs	Records relating to all legal matters in which SJHH has an interest. This can include records relating to compliance of legislation.
Spiritual Care	Records relating to Pastoral Care, Spiritual Care Volunteers, Masses and Memorial Services.