

## PRIVACY PRACTICE REVIEW PROGRAM

Your medical office wants to promote a culture of respect for privacy and information security throughout the organization when providing patient care and accessing and disclosing protected health information. To demonstrate and ensure continuing compliance to your privacy goals, a *Privacy Review*, is an educational and consultative program that serves as a vehicle to identify best practices as well as opportunities for improvement. The Privacy Review is designed to be transparent in order to maximize the opportunity to impart knowledge and effect change. Each review presents an opportunity to give members of your staff the information and tools that they need to protect patient privacy.

### Privacy Review Program Goals

1. Promote a culture of respect for patient privacy
2. Monitor and confirm office compliance with key privacy principles
3. Identify and communicate best practices throughout your office
4. Identify and remediate opportunities for improvement
5. Fulfill regulatory obligation and document your good faith effort to comply
6. Look for guidance and educational opportunities

### **Do You Need a Privacy Review?**

- Do you need a privacy impact assessment (PIA)?
- Has it been 2 or more years since your PIA was accepted by the OIPC (in Alberta)?
- Do you have new information flows?
  - Are you now participating in WCB e-Injury reporting using data transfers from your EMR?
  - Are you receiving laboratory results reporting to your EMR?
  - Are you participating in a Primary Care Network?
  - Have there been changes in your office workflow and automation?
  - Are you implementing access to Netcare?
  - Are you implementing new technology? Wireless Networking?
- Are you planning or considering implementing an EMR?
- Do you outsource your transcription, billing, or data backups?
- Are you switching vendors for your billing, scheduling or EMR?
- Has it been more than one year since you reviewed your office policies and procedures annually?
- Has it been more than two years since your last Privacy Review? (It should be done annually.)

If you answered 'yes' to any of these questions, call Jean to discuss your Privacy Review Requirements.

**780-237-7605**