

MEMO

Date: March 25, 2020

To: All Health Care Workers

From: Christina Von Schindler, Chief Privacy Officer, Shared Health

Re: **COVID-19 Emergency Preparedness Privacy and Security Considerations – Staff Responsibilities & Employer Expectations**

This is a reminder to all staff that **you have been provided access to electronic information systems containing personal health information (PHI) or personal information (PI) in order to do your job.**

You may not use your access to look up your own PHI or PI, or that of anyone that you are not authorized to do so, even if you are concerned that you or they may have come into contact with COVID-19.

Snooping will result in serious corrective or disciplinary measures. These measures may include but are not limited to, discipline up to and including termination of employment /contract/ association /appointment, loss of privileges, and reports being filed with appropriate disciplinary body and the Manitoba Ombudsman.

You are reminded that Digital Health operates an auditing program to verify appropriate access to electronic information systems.

Individuals tested for COVID-19 will be contacted with their results. Those who are waiting to receive results are directed to self-isolate until negative results are provided AND symptoms have passed. A process to speed up the sharing of test result information for those who have tested negative for COVID-19 is being finalized. Those Manitobans who have tested positive for COVID-19 are being immediately contacted by Public Health.

You may access your own personal health information through the established process outlined in your respective SDO policy.

The Shared Health **310.140.105 - Access to Personal Health Information** policy can be found here: <https://policies.sharedhealthmb.ca/document/29/rules-and-regulations/880/310-140-105-access-to-personal-health-information.pdf>.

If you have any questions about the appropriate use of confidential information including PHI and PI, you may contact:

Shared Health

Christina Von Schindler, Shared Health Chief Privacy Officer at 204-926-7049,
cvonschindler@sharedhealthmb.ca,

Valerie Gural, Manager of Privacy, Digital Health, 204-926-3634, vgural@sharedhealthmb.ca, or
Rachael Porter, Director HIS, Privacy Officer, Health Sciences Centre, 204-787-1050

Winnipeg Regional Health Authority

Christina Von Schindler, Shared Health Chief Privacy Officer at 204-926-7049,
cvonschindler@sharedhealthmb.ca,

You may also speak with your site / program Privacy Officer. If you are uncertain about who that is, you may contact Helen Jowett, 204-926-7074 hjowett@sharedhealthmb.ca for direction.

Interlake-Eastern Regional Health Authority

Susan Dalman, Regional Privacy Advisor, 204-785-7240, sdalman@ierha.ca

Prairie Mountain Regional Health Authority

Nickie McGregor, Director, Health Information Services, 204- 534-8534,
nmcgregor@pmh-mb.ca

Southern Regional Health Authority

Lee Bassett, Regional Officer-Privacy and Access, 204-822-2655,
lbassett@southernhealth.ca

Northern Regional Health Authority

Mandy Prange, Regional Privacy and Access Officer, 204-778-1565, mprange2@nrha.ca