

LABORATORY BULLETIN

2007 - May - 1

Bulletin # 2007- 4

To: Clients of ProvLab and the Capital Health Medical Microbiology Laboratory

Re: Handling of Requests for Confidential Information

PLEASE POST OR DISTRIBUTE WIDELY AS APPROPRIATE

The Provincial Laboratory for Public Health (Microbiology) and the Capital Health Medical Microbiology Laboratory (University of Alberta Hospital) would like to clarify our joint policy regarding handling requests for electronic and hard copy confidential information.

To avoid misdirection of confidential information and the risk of breaches related to the Health Information Act, the following information **must be provided** on the laboratory requisition or information request:

- ◆ **Submitting Physician or Agency** - full name of physician or agency with complete address including postal code.
- ◆ For **“Copy To”** requests – full name of “Copy To” physician or agency and complete address including postal code.
- ◆ For **“FAX To”** requests – full name of “FAX To” physician or agency and fax number including area code

Effective June 1, 2007:

- ◆ If complete submitting physician or agency information is not received, the test request will not be performed.
- ◆ If complete “Copy to” or “FAX to” information is not received, the report copy will not be forwarded. The laboratory report to the submitting physician or agency will include the following comment:

“In compliance with the Health Information Act, physician/agency “Copy To” or “FAX To” was NOT sent due to laboratory requisition submitted with insufficient information.”

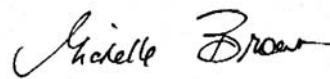
Please ensure your staff is aware of this required change in laboratory policy. We appreciate your cooperation in assuring that the privacy and confidentiality of individuals’ health information is protected.



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Medical Director
ProvLab



Dr. Greg Tyrrell
Interim Divisional Director
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Michelle Brown
Section Head
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This bulletin was distributed to:

- ◆ Alberta Children's Hospital NICU
- ◆ Alberta Environment
- ◆ Banff STD Clinic
- ◆ Birth Control Clinic, Capital Health
- ◆ Boyle McCauley Clinic, Edmonton
- ◆ Calgary Police Service OHS
- ◆ Capital Health Website
- ◆ CDC Alberta Nurses Working Group
- ◆ CUPS, Calgary Health Region
- ◆ Critical Care Physicians, Calgary Health Region, Capital Health
- ◆ Deputy/Associate Medical Officers of Health Alberta
- ◆ National Directors of Public Health Laboratories
- ◆ Edmonton Remand Centre
- ◆ Emergency Medicine Departments, Calgary Health Region, Capital Health
- ◆ Environmental Health Directors of Alberta
- ◆ Family Medicine, Calgary Health Region
- ◆ Family Planning Clinic, Calgary Health Region
- ◆ Hepatologists/Gastroenterologists, Calgary Health Region, Capital Health
- ◆ Infectious Disease Physicians, Calgary Health Region, Capital Health
- ◆ Infection Prevention and Control, Alberta Cancer Board, Regions 3, 4, 5, 6, 9
- ◆ Laboratory Directors of Alberta
- ◆ Laboratory Managers of Alberta, Northwest Territories, Nunavut, Yukon
- ◆ Medical Officers of Health, Alberta, First Nations, Canada
- ◆ Nephrologists, Edmonton
- ◆ News You Can Use, Calgary Health Region Website
- ◆ Obstetrics/Gynecology Chairs, Calgary Health Region, Capital Health
- ◆ Occupational Health and Safety, Capital and Calgary Health Regions
- ◆ Pediatrics Department Edmonton
- ◆ PCIS (Sunrise Clinical Manager) Project contact- Calgary Health Region
- ◆ Provincial/Deputy Provincial Health Officers of Alberta, AHW
- ◆ Provincial Medical Consultant and Manager- TB Services, AHW
- ◆ Provincial Medical Consultant and Manager- STD Services, AHW
- ◆ Refugee Centre, Calgary Health Region
- ◆ Respiriologists Calgary Health Region, Capital Health
- ◆ SAC Clinic, Calgary Health Region
- ◆ Safeworks, Calgary Health Region
- ◆ STD Clinic, Calgary Health Region
- ◆ STD Services, Capital Health Region
- ◆ TB Clinic Calgary, Edmonton
- ◆ Transplant Coordinators/Managers Alberta
- ◆ Transplant Program Directors Alberta
- ◆ 8th and 8th Clinic, Calgary Health Region
- ◆ University of Alberta Hospitals Service Chiefs
- ◆ University of Alberta Hospitals Patient Care Areas
- ◆ University of Alberta Hospitals Clinical Operations Groups