

PRIVACY TIPS

When friends or
family become
patients

Visit the
Privacy Kiosk
in the Cafeteria on
May 28, 2025
11:30 a.m. –
1:00 p.m.

Protecting privacy when friends and family are admitted for care

- It can be especially personal when friends and family are admitted for care. You may have a special interest in the care they receive, however you must **NEVER** use your employee access to Meditech or Mosaik or other Health Information Systems, like ClinicalConnect, to review their Personal Health Information (PHI).
- The “circle of care” is the group of people involved in providing direct care to a patient who have appropriate authority to collect, use or disclose the patient’s PHI.
- The Privacy Office conducts random and requested audits on a regular basis to ensure appropriate access.
- If you require information on the status of a family member or friend in Hospital, contact **the patient or nursing station directly. It is considered a privacy breach to review status boards to obtain information on patients not under your direct care.**

Accessing your own personal health information or helping friends/family access their information

Appropriate options for accessing include:

- Contacting the Health Records’ Release of Information (ROI) department
- Following up with the healthcare provider or the clinic/hospital that provided the care

Privacy is everyone’s responsibility. Please ensure you are doing your part by keeping up to date with your annual Privacy Training and always being conscious of our patients’ privacy.

When in doubt, always reach out for assistance!

You can get in touch with the Privacy Office by email at **TBRHSC.privacy@tbh.net** or by phone at or **807-684-6988**.



Thunder Bay Regional
Health Sciences
Centre