

# Statement of Information Practices for Health Information Network Providers



Your privacy is important to us. Waypoint Centre for Mental Health Care (Waypoint) recognizes the importance of privacy and the security of your personal health information. We will respect and safeguard your privacy and we are committed to protecting your personal health information.

With respect to the Shared MEDITECH electronic health record (EHR), Waypoint Centre for Mental Health Care (Waypoint), Ontario Shores Centre for Mental Health Sciences (Ontario Shores) and The Royal Ottawa Mental Health Centre (The Royal) have partnered to develop and adopt a shared electronic health record (EHR), the MEDITECH system. Waypoint is a health information network provider (HINP) to the participating Hospitals in their roles as health information custodians<sup>1</sup> (HIC<sup>1</sup>).

As HICs, Waypoint, Ontario Shores and The Royal collect, use and disclose your personal health information for the purposes of healthcare; to assist in the provision of your healthcare and to fulfill our roles as service providers. Your personal health information may also be collected, used or disclosed to support mental health research aimed at improving your healthcare, advancing evidence-based practices and common clinical standards.

The MEDITECH system enables two or more HICs to collect, use, disclose personal health information (PHI) electronically to one another. The services provided by the MEDITECH system are set out in the Shared Services Agreement (SSA) June 2018 that has been entered into by all Hospitals (Participants). (An electronic copy of the SSA Schedule F is available at the Waypoint web site at the location below.) Schedule F of the SSA contains a plain language description of the MEDITECH network services and security:

In addition, in the capacity of HINP, Waypoint has put in place policies and procedures (policy available upon request) to ensure that:

1. A copy of this statement will be made available to the public and participating organizations (i.e. Health Information Custodians (HICs)).
2. Waypoint will manage change in roles and responsibilities as it pertains to the Personal Health Information Protection Act, 2004 (PHIPA) (HIC, HINP and Agent) as established in the SSA.
3. Waypoint will maintain appropriate logging and monitoring of PHI that will be made available to participating HICs upon request.
4. Waypoint will perform regular privacy and security or assessments of the operation of Meditech and provide summary copies of the results of those assessments to participating HICs upon request.
5. Waypoint will manage an integrated privacy and security incident Identification and Management across the Participating Organizations and participating HICs will be notified of any privacy breaches detected by Waypoint.

6. Waypoint shall ensure that any third parties providing services to Waypoint will be bound by these specification/criteria/guideline.

As a designated HINP of the Meditech system, Waypoint regularly assesses the threats, risks and impacts associated with the Meditech system. This risk management strategy ensures the safeguarding of personal health information (PHI) within Waypoint's hosted system(s). If you are interested in more information about privacy and security at Waypoint, please contact the Privacy Office at

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<sup>1</sup> See O. Reg. 329/04 s. 6(2) (3)