Tips for Protecting Your Privacy

The information you access through your My Health, My Way Patient Portal account is your personal health information. Below are a few tips to assist you with protecting the privacy of your personal health information

- Always **Log Off** the Patient Portal before stepping away from the computer. If you are using a cellphone or tablet, be sure to log off when you are finished accessing your information, or before leaving your device unattended. The Patient Portal will automatically logout after 15 minutes of inactivity. Don't wait for the automatic logout. Protect your privacy by logging off every time! Similarly, log off your e-mail account to prevent access to your email for account setup and password reset.

- Never share your password. If you would like a friend or relative to have access to your personal health information please contact Health Information Management at 705-549-3181 x4941

- Never write down your password. *Tip – use a phrase to help you remember your password. E.g. Iltecic99 (I like to eat chocolate ice cream 99)

- Never allow your computer browser software to save/remember your password for you. If you do, another person using the computer will be able to access your information without needing to know your password.

- Protect your printed personal health information. If you print any information from the Patient Portal, be sure to keep your printed information in a safe and secure place.

- If you have any concerns that your password is no longer confidential, notify your clinician or Health Information Management right away.