

<b>Number:</b>	<i>To be determined</i>
<b>Topic:</b>	<b>Confidentiality of Medical Records</b>
<b>Effective:</b>	June 2011
<b>Cross-Reference:</b>	Administrative Procedure - Disability Management – Early Interventions, Accommodations, and Return to Work; Attendance Support Program; and Attendance Management  Policy - Privacy and Information Management
<b>Review/Revision Date:</b>	June 2016
<b>Responsibility:</b>	Executive Officer of Human Resources

**INTENDED PURPOSE:**

For the purpose of the Disability Management Program, medical documentation will be handled in the following manner.

**PROCEDURES:**

1.0 Responsibilities of the Disability Management Coordinator, WSIB Administrator, WSIB Assistant, or designate:

- i. Employee medical records received by the Disability Management Coordinator, WSIB Administrator, WSIB Assistant, or designate are kept in strictest confidence by the Disability Management Coordinator, WSIB Administrator, WSIB Assistant, or designate.
- ii. Employee's medical records and WSIB records, whether active or in storage, are maintained separately from the respective Personnel file.
- iii. The Disability Management Coordinator, WSIB Administrator, WSIB Assistant, or designate is solely responsible for all employee medical records and WSIB claim records and is the only person who shall have access to these records. The WSIB claim records may consist of non-medical and medical records and these shall be handled in a manner consistent with the provisions of the Workplace Safety and Insurance Act.
- iv. An employee may request information contained in their medical records by contacting the Disability Management Coordinator, WSIB Administrator, WSIB Assistant, or designate. Photocopies of specific information shall be given to the employee upon written request.
- v. No information from an employee's medical records is given to a third party without the employee's written consent, unless required by law or for the purpose of obtaining legal advice. If required by law, the Disability Management Coordinator, WSIB Administrator, WSIB Assistant, or designate, shall notify the employee.
- vi. The confidential nature of all personal and medical information provided by the employee or their treating practitioner(s) to the Board will be respected by all involved parties.
- vii. The medical records of former employees are retained for ten (10) years. Workplace Safety and Insurance Board records are to be retained for ten (10) years and records of employees exposed to regulated substances are retained permanently.