

INFORMATION AND AGREEMENT FOR VISITORS ON BUSINESS

Prairie Mountain Health (PMH) is bound by Manitoba's Personal Health Information Act ("PHIA") as a Trustee; and by The Freedom of Information and Protection of Privacy Act ("FIPPA") as a Public Body. These Acts obligate us to protect the confidentiality and privacy of individual's (patients/clients/residents and PMH employees) personal and personal health information.

While you are a visitor on business within a PMH facility/site in the capacity of _____, we require that you adhere to the following:

1. Keep all personal and personal health information confidential and private. Do not discuss any personal or personal health information you may hear or see with anyone who does not need to know this information to do their job. Recordings of any kind (i.e. audio, photo, or video) are not permitted.
2. Do not discuss personal and personal health information in public areas within the facility (e.g. lobby, cafeteria, elevators) or outside the facility.
3. If you are not sure what is the right thing to do in a specific situation, discuss it with staff at the site or call the Access and Privacy Program at 204-483-6175.
4. The Confidentiality Policy and PHIA-related policies are available upon request from a PMH Privacy Officer.

IMPORTANT FACTS ABOUT PHIA YOU SHOULD KNOW:

1. PHIA is about "Personal Health Information". FIPPA is about "Personal Information". This includes all information that could **identify** an individual and includes, but is not limited to:
 - Name, address, telephone number and email address;
 - Health or health history;
 - Behavior from illness or treatment;
 - Type of care or treatment provided;
 - Numbers or symbols, i.e., PHIN;
 - Financial situation, home conditions or difficulties;
 - Other private matters such as age, sexual orientation.
2. Individuals have the right to confidentiality about their personal and personal health information.
3. Information that could identify an individual and link it to their personal and personal health information is not to be shared with the exception of the following:
 - The information is required by another person to do their job, and
 - Disclosure of the information is in accordance with the PMH PHIA Policies
4. Everyone associated with a PMH site is **required to comply with PHIA and FIPPA**, including you!

I understand that I am required to keep all "personal and personal health information" confidential.

Visitor's Last Name (print): _____ Visitor's First Name (print): _____

Visitor's Signature: _____ Date (yyyy/mmm/dd): _____

Specify Reason for visit: _____