Panorama Immunization Module Policies

TOPIC:	**Confidentiality of Client Information**		
APPROVED BY:	**Saskatchewan Ministry of Health**	DATE APPROVED:	**January 19, 2015**

POLICY:
Authorized Panorama users are legally required to ensure client records and the content within these records is kept confidential.

PURPOSE:
To ensure that the confidentiality of personal health information in Panorama is maintained.

PROCEDURE:
Panorama users must be made aware of their responsibilities to maintain the confidentiality of personal health information in Panorama.

Users must complete the Panorama Account Registration process set out in *Panorama Information Bulletin 0009* and must complete the *Panorama User Rights & Confidentiality Agreement* which outlines the user's responsibilities including privacy requirements.

Panorama users will be granted roles and permission to access content in a client's record according to the type of client service they provide.

Panorama users must not leave a Panorama client screen open or unattended for potential viewing when away from their work station. The same level of security applies for printed records.

REFERENCES & RESOURCES:

Protecting the Privacy of Your Immunization Record fact sheet, Saskatchewan Ministry of Health, November 2014 -
> https://www.ehealthsask.ca/services/panorama/Privacy%20and%20Immunization%20Records/PHNP%2063%20-%20Privacy%20Imm%20Records%20Nov%202014.pdf

Panorama User Rights & Confidentiality Agreement –
> https://www.ehealthsask.ca/services/panorama/Pages/Immunizations.aspx

Panorama Immunization Management System Joint Service and User Access Policy –
> https://www.ehealthsask.ca/services/panorama/Pages/Immunizations.aspx

Panorama JSAP Bullet Point Summary –
> https://www.ehealthsask.ca/services/panorama/Pages/Immunizations.aspx

Panorama Information Bulletin 0009 – Confidentiality Agreements Required for Panorama Users - https://www.ehealthsask.ca/services/panorama/Pages/Bulletins.aspx

Panorama User Account Request Form -
> https://www.ehealthsask.ca/services/panorama/Pages/Register-Panorama-Account.aspx