

APPENDIX “1” – GLOSSARY OF TERMS

“Accessing Trustees”	means the authorized individuals within organizations that have been approved by the DSA Committee to receive Registration and Immunization Data from SIMS;
“Authorized Health Purposes”	means the approved and authorized purposes for collection, use and disclosure of Registration and Immunization Data under Article 6.2;
“Collection”	as defined by HIPA as to “gather, obtain access to, acquire, receive or obtain personal health information from any source by any means
“Consent”	in accordance with the legislated standards of HIPA there are 3 different options: (1) express consent (highest standard), (2) implied consent with a right to opt out (a national standard for purposes of the electronic health records), and (3) no consent or in section 27(2) described as “deemed consent”. Except for three limited circumstances where express consent is required by statute [ss. 18.1(3)(b)(i), 27(5)(b) and 29(1)], organizations must determine, in accordance with their ethical codes and standards and the circumstances and urgency of the health service, which option is most appropriate. In a number of scenarios in an emergency room or ICU, no consent may be the most appropriate option. In the treatment of a chronic illness patient where the patient must play a large role in his/her own treatment plan, express consent would be more appropriate. Given the prejudice that attaches to the use of personal health information for employment purposes, express consent should always be required for potential employees. Express and implied consent are the standards used in Panorama.

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“DCR”	means <i>The Disease Control Regulations</i> and the PHA is the overarching legislative authority for Panorama;
“Disclosure”	is exposure of personal information to a separate entity not in custody or control of that information. At times this will be mandatory under <i>The Public Health Act, 1994</i> or other applicable law but in most cases this requires the exercise of discretion on the part of the trustee or consent of the client. That discretion must be exercised mindful of the rule to disclose the least amount of information necessary for the purpose it is required.
“DSA”	means the Public Health Services Data Sharing Agreement dated July 24, 2009, to which this Policy and Glossary is attached as a Schedule;
“DSA Committee”	means the committee consisting of one representative each from the Source Trustees, the Ministry, and eHealth as established under the DSA;
“eHealth”	means eHealth Saskatchewan, a Treasury Board Crown Corporation. eHealth holds the licenses and contracts associated with the administration and management of SIMS, and will be the information management services provider of Panorama;
“HIPA”	means <i>The Health Information Protection Act</i> (Saskatchewan);
“immunization services”	means a health service where a client receives treatment or inoculation which is primarily intended to reduce the risk or seriousness of a future vaccine-preventable disease;

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“IMSP” (information management services provider)	means a person who or body that processes, stores, archives or destroys records of an organization containing personal information or personal health information or that provides information management or information technology services to an organization with respect to records of the organization.
“Ministry of Health”	means the Saskatchewan Ministry of Health;
“Need to know” principle	focuses not on the provider as much as it does on the individual patient and the health needs presented in any particular health transaction. Personal health information should only be used or disclosed when it is necessary for the provision of a health service requested by the individual patient/client and it should be the least amount of information needed by the provider to deliver the service
“personal health information”	in accordance with HIPA means, with respect of a patient/client, whether living or deceased: (i) information with respect to the physical or mental health of the client; (ii) information with respect to any health service provided to the client; (iii) information with respect to the donation by the client of any body part or any bodily substance of the client or information derived from the testing or examination of a body part or bodily substance of the client; (iv) information that is collected: (A) in the course of providing health services to the client; or (B) incidentally to the provision of health services to the client; or (v) registration information;
“PHA”	means <i>The Public Health Act, 1994</i> and with DCR is the overarching legislative authority for Panorama;

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“PIPEDA”	means the federal <i>Personal Information Protection and Electronic Documents Act</i> ;
“Source Trustees”	means collectively the RHAs/AHA and Additional Sources of information such as NITHA
“Terms and Conditions”	means the terms and conditions that each Accessing Trustee must agree to prior to accessing an Electronic System as approved by the applicable Source Trustees and the DSA Committee as per Article 5 of the agreement;
“Use”	means the internal utilization and includes sharing of the personal health information in such a way that it remains under the control of that organization. For example, in a regional health authority and its facilities, the sharing of information between employees, volunteers and contractors, including physicians with privileges, constitutes “use” of the personal health information since the sharing happens under the control of the regional health authority.