

SHHA Personal Information Bank Index

Personal Information Bank	Details	Location
Board Members	Names, address board members	Administration
Employee Records	Employee Personnel Files	Human Resources
Expense Claims	Employee expense reports including name and event attendance	Finance Office
Finance	Employee Payroll Files including sign in sheets, vacation slips and shift changes	Finance Office
Infection Control Investigation	Outbreak Management and Patient Reportable Disease Files	Infection Control Officer
Occupational Health and Safety	Employee History and Medical Information, Investigations	Occupational Health and Safety
Patient Billing	OHIP, WSIB, Out of Province Billing	Business Office
Patient Health Records	Hospital Patient chart	Health Records, Physiotherapy, Diagnostic Imaging, Diabetes Education Center, Speech Therapy, Cerner Electronic Record System
Physician Personnel/Credentials Files	Physician Personnel/Credentials Files	CEO/Administration Office
Privacy Agreements	Confidentiality Agreements of employees, volunteers, students	Health Records