

INFORMATION SHARING

CCP Staff will maintain confidentiality of client information and obtain permission before sharing information with another person, service or organization.

REFERENCE

*Pathways to Wellness: An Updated Action Plan for Addictions and Mental Health
2014-2016*

Health Information Act (HIA)

PURPOSE

- To protect clients' confidentiality rights when providing information to other service providers.
- To provide better coordination and quality of care when clients are referred, admitted, transferred or discharged to other services.

PROCEDURE

1. Inform the client of their rights to confidentiality and discuss what information will be shared.
2. Fill out the Consent for Release or Exchange of Confidential Information form.
3. Have the client sign the Release or Exchange of Confidential Information form.
4. Share only the information that is requested by the client.
5. Contact the person in your region who is responsible for HIA or records management if a client file is subpoenaed or if a client requests to see his/her information.

FORMS

- Release of Information Community Counselling Consent Form

TOOLS

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2017

Director Mental Health and Addictions

