

Directory of South Huron Hospital Association (SHHA) General Records

Record Type	Description	Department
Access to Information & Protection of Privacy	Records relating to administration of requests for access under the Freedom of Information & Protection of Privacy Act including requests for correction to personal information, and privacy complaints.	Health Records; Privacy/FOI Office
Accounting and Finance Administration	Records relating to management of financial and accounting responsibilities. May include information on accounting methodologies, signing authorities and federal and provincial compliance obligations.	Finance
Accounts Payable	Records relating to processing payments made by SHHA to suppliers of goods and services. Source documents initiating payments include vendor invoices, payment certificates, cheque requisitions, and miscellaneous transaction data.	Finance; Dietary
Accounts Receivable	Records relating to payments received related to chargeable services such telephone, television, internet and to care provided to patients not covered by OHIP.	Finance
Accreditation Records	Records relating to the independent review of SHHA that takes place every three years.	Corporate Affairs
Agreements and Contracts	Agreements and contracts between SHHA and organizations or individuals relating to the provision of goods and services, leases, performance of obligations; includes memorandums of understanding.	CEO; Administration; Ambulatory Services; I.T.; Patient Care; Operations
Annual Reports & Annual Financial Returns	Records relating to annual reports of SHHA's operations, activities and financial condition including financial statements and analysis, financial returns, management reports and findings of an independent audit.	CEO; Administration; Patient Care; Finance
Attendance and Scheduling	Records relating to the attendance and scheduling that document hours of work, overtime hours, shift schedules, vacation time, statutory holidays and sick leave.	Ambulatory Services; Operations; Finance
Audited Annual Financial Statements	Audited annual financial statement including analysis of financial position, income, funding and liability statements, net assets and expenses. statements, net assets sheets, and expense statements.	Finance
Bank Statements and Reconciliations	Records relating to the receipt and use of bank statements and reconciliations. Bank statements provide information on withdrawals from, and deposits into, bank accounts during a specific time and set out the current state of the account.	Finance
Board of Governors Meeting Minutes	Record of the proceedings of each meeting of the Board of SHHA	CEO/Administration
Board of Governors By-laws	By-laws passed by the Board of South Huron Hospital that regulate the administration of the Hospital: includes matters relating to membership, conduct of Board meetings, establishment of Standing Committees of the Board, banking arrangements and appointment of professional staff.	CEO/Administration
Building Technical Standards/Safety	Records relating to implementation and maintenance of building technical standards and safety protocols at the Hospital including applicable legislation and regulations.	CEO/Administration; Dietary
Business Intelligence Reports	Records relating to analysis of the current state of SHHA operations as defined by key indicators and including comparisons with previous results.	Finance; Health Records; Patient Care
Capital Budget	Records relating to the management and administration of the capital budget account. The capital budget controls the allocation and appropriation of funds planned to be expended for capital items within a given fiscal year.	Finance
Cheque Register and Reports	Records relating to the administration and use of SHHA's cheque register reports.	Finance
Chronic Reportable Diseases	Records relating to patients diagnosed with reportable disease that require reporting to Public Health; includes investigation reports, progress notes and laboratory test results.	Infection Prevention & Control
Communications	Records relating to communications programs including SHHA's website and internal newsletters.	Administration
Computer Hardware	Records relating to installation and maintenance of computer hardware. Hardware includes personal computers, laptops and notebook computers, personal digital assistants, network hardware, and peripheral hardware.	I.T
Computer Software	Records relating to computer software which are programs that used with various computer and operating systems. May include information on tracking of software upgrades, sign-in authorization codes, and software development.	I.T
Computer System Access and Security	Records relating to the development, implementation, and support of computer system applications used by SHHA. This may include information on computer resources, technical design, systems development, user requirements, project definitions, and	I.T

Record Type	Description	Department
Computer System Implementation & Management	Records relating to the development, implementation and support of SHHA computer system applications including resources, technical design, systems development, user requirements, project charters and definitions, and database management. Records may include project management reports, copies of purchase orders and requests for proposals, system testing statements, and correspondence.	C.E.O/Administration; I.T
Computer System Networks	Records relating to SHHA's interconnected computing systems and components i.e. cables and other devices that connect workstation computers with one another for the purposes of data transmission. This includes the establishment and ongoing management of local area networks (LAN), wide area networks (WAN), and a wireless network (Wi-Fi). Records may include network functional review statements and reports, network needs specifications, help requests and correspondence.	
Computer/Device Access Controls	Records relating to the security and confidentiality of SHHA's electronic information resources including authentication and verification requirements, encryption standards and port controls, computer and device security practices and tools. Including monitoring reports and lists of authorized users.	I.T
Emergency Planning	Records relating to plans to respond to emergencies based on code classifications. Includes evacuation procedures and processes to recall staff and physicians on a 24/7 basis in the event of an external disaster.	Administration; Human Resources; Quality and Risk Management
Employee Competition & Recruitment	Records relating to the recruitment of staff for permanent, part-time, and contract job postings. May include information on applicant screening and testing, conducting interviews, and acceptance and rejection of candidates. Records may include job postings, resumes and employment applications, job skills test sheets, interview questions and sheets, scoring matrices, competition lists, reference checks, and supporting correspondence	Administration; Human Resource
Employee History Data	Records relating to SHHA's employees' work history. May include information on retirements, layoffs, and resignations. Records may include resumes, successful job call results, previous employment reference checks, criminal record checks, photocopies of degrees and diplomas, educational transcripts, letters of discipline, employee emergency contact information sheets, and personal contact information sheets.	C.E.O; Administration; Ambulatory Services; Human Resources; Privacy
Employee Payroll Files	Records relating to individual employees' pay history profiles. Includes information on rates of pay, hours of work, reported absences, garnishments, pay rate changes, and elected and mandatory payroll deductions for each employee.	Ambulatory Services; Finance; Human Resource
Employee Performance Management	Records relating to the performance management program for SHHA employees. Includes information on continuing education, corporate training, errors, confidentiality agreements and workload measurements.	Administration; Ambulatory Services; Corporate Affairs; Health Records/Privacy; Human Resources; Patient Care
Facility Management	Records relating to maintaining the electrical, mechanical and ventilation infrastructure as well as the physical appearance. Records of inspections, scheduled maintenance and repairs including Ministry of Labour inspections as well as inspections from the Joint and Health Safety Committee	CEO; Administration; Ambulatory Services; Patient Care; Operations
Financial Statements and Reports	Records relating to the production and use of financial statements and reports, These documents include details of the Hospital's financial position. Documents may include balance sheets, income statements, funding statements, liability statements, net assets, and expense statements.	Finance
Fire Safety Tests and Inspection Reports	Records relating to tests of fire alarm system and inspection of Hospital buildings and property. Includes reports on compliance with Ontario's Fire Code, and any required actions to meet fire safety standards	Operations
Immunization Program	Records relating to the SHHA immunization program which annually offers a flu shot to SHHA employees, physicians and volunteers. Records may include recommendations and reports, vaccine storage and handling information, standards, research and statistics	Infection Prevention & Control; Occupational Health and Safety
Incident Reports	Reports relating to incidents occurring SHHA or on SHHA property where an individual has been or may have been injured including our Electronic Risk Monitor Pro	Quality Risk Management; Patient Care
Infection Control Audits	Records relating to audits of SHHA to ensure compliance with infection prevention practices and procedures.	Infection Prevention and Control
Infection Outbreak Investigations	Records relating to the investigation of infection outbreaks. Includes information concerning where and extent of outbreak and control measure implemented. Records may include completed outbreak investigation forms, disease worksheets, outbreak summary analysis and progress notes.	Administration; Infection Prevention and Control
Insurance-Hospital	Insurance policies held by SHHA	C.E.O.; Finance
Journal Entries	Records relating to the production and use of journal entries. These documents record the purchase or sale of goods and services, transfer revenue and charges, and correct posted transaction errors.	Finance

Record Type	Description	Department
Labour Relations	Records relating to the SHHA's relationship with its workforce. Includes copies of collective agreements and correspondence with Union representatives.	Human Resources
Legal Matters	Records relating to the administration of, and consultation in respect of legal matters and litigation affecting or initiated by the Hospital. This may include information on legal opinions, litigation fees, legal challenges and issues.	C.E.O
Log Books/Sheets	Records of work orders and service reports.	Health Records; Operations; Patient Care
Minutes of Board Committees and Standing Committees	Minutes of the following committees: Medical Advisory, Hospital Association, ,Audit & Finance, Board Risk and Utilization, Fiscal Advisory, Leaders, Ambulatory Care, Public Relation, Pharmacy & Therapeutics, Operations, Joint Health & Safety, Strategic Advisory, SHMC Working Group, Environmental , Information Management.	Administration; Occupational Health and Safety; Infection Control
Minutes of Committees relating to Patient Care	Minutes of the following committees: FPC; Ethics; CSR; Professional Practice, ER, Nursing, Environmental, Infection Control, Inpatient Care team, Order Set, Pharmacy and Therapeutics, Interprofessional Practice, Telehealth	Administration; Patient Care, Ambulatory Care
Minutes of Members Minutes	Minutes of Interdepartmental and hospital employees 'meetings not relating to direct patient care	Administration; Finance; Ambulatory Care, Corporate Affairs
News Releases	Records relating to the development and production of SHHA media releases related to newsworthy events	Administration; Ambulatory care
Occupational Health and Safety	Records relating to SHHA's Occupational Health & Safety program Records include plans to respond to accommodation needs and return to work issues, and monitoring of compliance with statutory obligations such as WHMIS & the Occupational Health & Safety Act.	Administration; Occupational Health and Safety; Operations
OHIP Billing Information	Records relating to claims submitted to the Ministry of Health & Long Term Care in respect of treatment and services provided to patients under the Ontario Health Insurance Plan.	Finance; Ambulatory Services
Operational Equipment	Records relating to the management and tracking of medical and operational equipment and furnishings used in SHHA. This may include user guidelines and training materials, operations manuals, maintenance and repair history files.	Corporate Affairs; Patient Care; Infection Control; Operations
Patient Accounts	Records relating to charges for services not covered under the Ontario Health Insurance Plan (OHIP) such as in-room telephone, television, preferred accommodation, ambulance co-payment and medical devices such as crutches and splints. For patients who are not eligible for OHIP coverage, records will include charges for treatment and care services.	Finance
Patient Diagnostic Images	Medical images of patients:, Ultrasound, X-Ray, BMD	Patient Care
Patient Feedback-Complaints and Compliments	Records relating to complaints and compliments from patients or visitors	CEO; Ambulatory Services; Corporate Affairs; Patient Care
Patient Registration	Records relating to registration of patients who visit SHHA for care and treatment	Ambulatory Services; Health Records; Patient Care; Finance
Policies-Hospital	Policies governing the practices and procedures of SHHA.	CEO; Administration; All Departments
Procurement Records	Records relating to the procurement including requests for proposals, quotation requests, requests for expressions of interest, vendor proposals, tenders and evaluations.	Finance
Purchasing of Goods and Services	Records relating to purchasing of goods and services. Records may include requisitions, copies of purchase orders and packing slips.	Services; IT; Patient Care; Operations; Finance
Quality & Patient Safety Reviews	Records relating to the assessment and evaluation of the quality of health care provided and related programs and services.	CEO; Administration; Health Records
Research-Medical	Records relating to type of research being conducted .	Health Records
Secondments and Acting Assessments	Records relating to staff secondments to or from other institutions or organizations, or within SHHA. Records include reimbursement schedules, copies of payroll notification forms and correspondence.	Ambulatory Services; Finance
Security Program and Services	Records relating to providing security for patients, visitors, staff, physicians and volunteers	Administration; Operations
Site Development and Planning Studies	Records relating to developing SHHA sites including planning studies, needs assessments, research and drawings	CEO; Administration; Ambulatory Services; Corporate Affairs; IT
Strategic Planning	Records relating to development of SHHA's goals and objectives including defining the tools and actions necessary for achieving them in a manner consistent with SHHA's mission, vision and values.	Administration; Corporate Affairs
Surveys	Records relating to collecting information including planning studies, needs assessments, and surveys	CEO; Finance

Record Type	Description	Department
Taxation	Records relating to federal and provincial taxes, and other taxation matters. Includes the Harmonized Sales Tax (HST) .	Finance
Telecommunications and Electronic Services	Records relating to the installation, maintenance, operation, and use of telecommunications equipment and systems. This includes telephone, electronic mail, voice mail, facsimile, pager, cell phone, cable, fiber optics, and emergency systems.	Administration
Volunteers	Records relating to being a volunteer at the Hospital. This may include the types of work to be performed, schedules of work and confidentiality agreements.	Administration; Privacy Office
Workers Compensation and Disability Management	Records relating to monitoring claims for compensation as a result of personal injuries, illness, or other medical conditions preventing employees from fulfilling regular job duties. Records include workers' compensation and long term disability claims, injury report forms and disability recurrence reports and supporting correspondence.	Occupational Health and Safety
Workplace Space Plan and Moves	Records relating to workplace space requirements, planning and implementing moves of office equipment and employees, physicians, volunteers, patients and medical equipment.	Ambulatory Services; Operations; Finance