

Planning for the Lifecycle Of Health Information

Physiotherapists are required to plan for the lifespan of health information, arranging for the security of health information throughout that lifespan.



Step 1

Collection

- Collect information directly from the client
- Identify the purpose for the collection of health information at the time of collection
- Collect the least information necessary to fulfill the identified purpose

Step 2

Security

- Use physical, technical, and administrative safeguards to protect health information and keep it confidential
- Train affiliates in privacy policies and procedures and the use of safeguards to protect health information
- Systematically review and update safeguards over time as circumstances change



Step 3

Use

- Use health information only for the purposes identified when the information was collected
- Know when you are authorized to share health information with others, and when consent for disclosure is required

Step 4

Retention and Disposition (Destruction)

- Securely retain health information for 10 years (or 10 years after the 18th birthday of clients treated when under 18)
- Make sure that health information is retained in a way that enables authorized access to the information, for example, when a client asks for a copy of their record
- Destroy health information at the end of the retention period, using a method that protects the privacy and security of health information
- Arrange an eligible successor custodian to take over your responsibilities if you move practice settings, retire, or become unable to fulfill your responsibilities as custodian of health information

