PREVENT RECORDS ABANDONMENT

01 KNOW YOUR ROLE

Physiotherpaists must default to the understanding they are custodians under the HIA

Physiotherapists must not abandon health records.

02 CUSTODIANS

Every custodian under the HIA MUST make arrangements for a successor custodian

1. In case they are unexpectedly unable to continue as custodian
2. In preparation for their retirement or for a move to another jurisdiction

In the role of custodian, physiotherapists are responsible for the long-term storage, security, and secure destruction of health information.

03 SUCCESSORS

1. Must be a regulated member of a health profession designated as custodian under the HIA.
2. Must remain a custodian for the duration of the agreement.
3. Ensure that health information is in the custody and under the control of a custodian.

Successors do not need to be physiotherapists. Any custodian under the HIA can be a successor custodian.

04 MAKE A PLAN

This is a health information management role, not a client care role. Your successor could be a physiotherapist who agrees to take over your active case load– but that is NOT a requirement.

Proactively identifying a successor custodian means that client health information is protected and your duties are fulfilled, no matter what life throws at you.

05 HOW?

Talk to your colleagues who are custodians under the HIA. Create successor custodian contracts and make sure both parties understand what they have agreed to.

Identify your successor custodian today!

COLLEGE OF PHYSIOTHERAPISTS OF ALBERTA

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