



## 5 a: Use

A physician's office can use patient information for the purposes of ongoing care and treatment. Here is a checklist to guide you:

- Do we use personal information only for the purpose for which it was collected?
- Do we use personal information for research purposes and if so, how do we obtain consent to do so?
- How do we let the individual know and to obtain their consent if we want to use their personal information for a new purpose?

Review and update your personal information inventory and procedures. Here is a checklist to guide you:

- Document any new purpose for use of personal information
- Conduct regular reviews to determine whether information is still required
- Ensure employees are trained about acceptable use of personal information and are made aware of possible consequences or disciplinary action that may result if they engage in improper use