



5 b: Disclosure

Individuals who provide healthcare services to the patient (e.g., specialists, referring physicians, lab technologists) and form part of a patient's "circle of care" need to share information to ensure care for the patient is provided in the most effective way. These individuals can only disclose patient information to other individuals providing care to the patient. Where those individuals work for organizations such as hospitals or health authorities, an Information Sharing Agreement (ISA) or signed confidentiality agreement should be in place. Here is a checklist to guide you:

- Do we share patient information with associates or partners?
- Do we share patient information with locums?
- Do we share patient information with nurses?
- Do we share patient information with other physicians, physicians in training or specialists?
- Do we share patient information with social workers?
- Do contractors have access to patient information?
- Do software support vendors have access to patient information?
- Do volunteers have access to patient information?

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

- Develop and revise form templates
- Develop and revise communication materials
- Review and revise templates for confidentiality agreements, contracts and information sharing agreements
- Obtain signed confidentiality agreements, contracts and information sharing agreements
- Ensure employees are trained about when they can and cannot disclose personal information