

1. When is HCAI Responsible for the privacy and security of PII (Personally Identifiable Information) and of PHI (Personal Health Information)?

HCAI becomes responsible for data:

- i. When the data enters the HCAI system;
- ii. While the data is stored by HCAI; and
- iii. When HCAI destroys the data

2. When are Health Care Facilities (HCFs) and health care providers responsible for HCAI data?

Any data that has been printed is your responsibility. You are also responsible to understand and manage user profiles to ensure only authorized personnel are able to view patient data as it is being entered by your staff. Your staff must be trained on how to prevent non-authorized persons from viewing or accessing data that is on the screen or in the draft folder.

3. If we are using the Data Entry Centre (DEC) and a fax is sent to the wrong place what do we do?

To avoid sending a fax to the wrong address:

- Your facility's faxing protocols should include the use of pre-programmed numbers so that errors do not occur.
- Staff should double check either that they have chosen the right number from the pre-programmed list, or entered the correct number if there is no list.