

## Alberta Netcare Quick Reference

# Instructions for the Expedited Privacy Impact Assessment (PIA) Process for Alberta Netcare Portal



## Purpose

This guide summarizes the steps that authorized custodians must follow for the expedited PIA process to gain access to Alberta Netcare via Alberta Netcare Portal (ANP). Under the *Health Information Act* (HIA), custodians must submit a PIA to the Office of the Information and Privacy Commissioner (OIPC) of Alberta prior to implementing administrative practices and information systems relating to the collection, use or disclosure of individually identifying health information. A PIA must also be submitted before making any changes to those practices or systems. Since accepting the Alberta Health ANP PIA in 2006 and again in 2013, the OIPC has agreed to allow authorized custodians to follow an expedited PIA process for accessing Alberta Netcare via ANP.

## Support Contact

eHealth Support Services (eHSS) Team:

- Phone (toll free) 1-855-643-8649
- Email: [ehealthsupport@cgi.com](mailto:ehealthsupport@cgi.com)

## Support Information

1. [Summary of the Expedited PIA Process for Alberta Netcare Portal](#)
2. [ANP PIA](#) (OIPC file H3879)
3. [OIPC Custodian Cover Letter Template](#)
4. [Overview of Alberta's Electronic Health Record Information System](#) (EHRIS)

## Requirements

Under the expedited PIA process, authorized custodians must refer to Alberta Health's ANP PIA and submit the following:

1. A formal OIPC cover letter that endorses the ANP PIA (OIPC file #H3879) and includes an acknowledgement that the custodian:
  - Has met all of the privacy and security requirements stated within the ANP PIA.
  - Understands their responsibilities and obligations when accessing Alberta Netcare via ANP.
  - Understands that they are responsible for submitting a PIA amendment to OIPC if there is a change to their current practice or information system. In this case, the expedited PIA process is not sufficient to meet their PIA obligations under HIA.
2. A copy of the policies and procedures for their practice that facilitate compliance with the HIA which include a description of the organizational privacy management structure within the practice.

## Steps

1. Review the ANP PIA (OIPC file #H3879).
2. Review the document: Summary of the Expedited PIA Process for Alberta Netcare Portal.
3. The custodian must ensure their organizational management procedures reflect their College's Standards of Practice and the HIA requirements addressing health information management and protection.
4. Individualize the OIPC Custodian Cover Letter template.
5. Mail to OIPC the following individualized documents:
  - OIPC Custodian Cover Letter.
  - HIA Policies and Procedures that include documentation regarding the organizational privacy management at their site.

Once the OIPC provides a letter accepting the PIA the eHSS Team may be contacted to proceed with the next steps in getting access to Alberta Netcare via ANP.