

ALBERTA NETCARE QUICK REFERENCE:

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

Purpose

This guide summarizes the steps that 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 Netcare Support Services (eHSS) Team:

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

Support Information

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

Requirements

Under the expedited PIA process, 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 their obligation to provide a copy of their ANP PIA acceptance letter from the OIPC to the eHSS Team within 8 months of submission. If Alberta Health does not receive this confirmation, it reserves the right to suspend the custodian's access to 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 ANP PIA Custodian Cover Letter template.

5. Mail to OIPC the following individualized documents:
 - OIPC ANP PIA Custodian Cover Letter.
 - HIA Policies and Procedures that include documentation regarding the organizational privacy management at their site.
6. Send an email to the eHSS Team confirming that the custodian's ANP PIA has been sent to the OIPC, attaching a scan of the signed cover letter. The eHSS Team will then proceed with the next steps in providing access to Alberta Netcare via ANP.
7. Once the OIPC sends a PIA acceptance letter to the custodian, provide a scanned copy of the acceptance letter via email to the eHSS team. If the OIPC does not accept the custodian's ANP PIA, or the custodian does not provide confirmation of acceptance within 8 months of submission, Alberta Health reserves the right to terminate the custodian's ANP access.

NOTE on PIA acceptance letters: When a custodian submits a PIA to the OIPC, the OIPC acknowledges receipt of the PIA with a letter. This initial correspondence is not an acceptance letter. The OIPC completes its review of the PIA by sending an "acceptance letter". The normal order of OIPC correspondence follows:

- a. Custodian submits PIA to OIPC.
- b. OIPC acknowledges receipt of PIA – do not send this acknowledgement letter to the eHSS team.
- c. OIPC may write to the custodian to ask questions about the PIA. (Most ANP PIAs are accepted routinely without any questions. However, custodians must respond to any questions before the PIA can be accepted. Contact the eHSS team for assistance with responding to OIPC questions about ANP PIAs.)
- d. Custodian responds to OIPC questions, if any.
- e. Once the OIPC is satisfied with custodian's answers, OIPC sends PIA acceptance letter to custodian. The acceptance letter should contain text that says, "I have completed my review and accept your PIA." Send a copy of this acceptance letter to the eHSS team within 8 months of submission.