

Policy & Procedure Manual

**GUIDELINES FOR RELEASE OF
MEDICAL INFORMATION – HR-IX-1**

POLICY:

In accordance with the Occupational Health and Safety Act, the Workplace Safety and Insurance Act, and the Personal Health Information Protection Act, an employee's health information shall be kept confidential and all workplace parties must respect that confidentiality.

PURPOSE:

1. To ensure that all employee health information remains confidential.
2. To ensure that a consistent procedure is in place when confidential health information is released.

PROCEDURE:

1. The Coordinator, Health and Safety/Designate will provide the following employee (Union and Non-Union employee except for Directors) health information to OPTIONS NORTHWEST management:
 - a. the employee's fitness to work,
 - b. restrictions on the employee's fitness to perform their required job duties,
 - c. if the employee is absent from work because of injury or illness, the probable date of return to work,
 - d. the long-term prognosis in terms of the employee's probable length of absence from work and their ability to perform their required job demands upon return.
2. The Director, Human Resources/Designate will provide the following employee (Directors only) health information to the Executive Director.
 - a. the employee's fitness to work,
 - b. restrictions on the employee's fitness to perform their required job duties,
 - c. if the employee is absent from work because of injury or illness, the probable date of return to work,
 - d. the long-term prognosis in terms of the employee's probable length of absence from work and their ability to perform their required job demands upon return.

POLICY: HR-IX-1

DEPARTMENT: Human Resources

CATEGORY: Health and Safety - Records

EFFECTIVE DATE: August 2022

SUPERSEDES VERSION DATED: June 2021

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3. Any further specific information held by the Human Resources Director or Coordinator, Health and Safety/Designate is confidential. This information will only be released when a signed "Consent for Release of Medical Information" is in the employee's health file. See Appendix "A".
4. Health information can only be released without a signed consent under the following circumstances:
 - In an emergency situation when the life or health of an employee is in danger.
 - When subpoenaed by a court of law.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Human Resources

ORIGINAL POLICY DATE: January 1993

AUTHORIZED BY: Executive Director

SIGNATURE: _____

A handwritten signature in black ink, appearing to be 'L. B. L.', is written over a horizontal line.

OPTIONS NORTHWEST
CONSENT FOR RELEASE OF MEDICAL INFORMATION

I, _____, hereby authorize the release of information
Name and Date of Birth
as requested/required below:

1. I give my permission to OPTIONS northwest to contact _____ to assist in
Name of Practitioner
the evaluation of my ability to perform my work. This information shall only be released to the
Health & Safety Coordinator or his/her designate.

2. I give permission to _____ to release to the Health & Safety Coordinator
Name of Practitioner
or designate such information that is relevant to my physical, emotional and/or psychological ability
to perform my work.

3. I give permission to the Health & Safety Coordinator or designate to release, to appropriate
Management, any information that she/he determines is relevant to my ability to work.

It is understood that this information is of a confidential nature and all parties must respect this confidentiality. It is also understood that I may be provided with any information released should I request the same.

Employee Signature

Witness Signature

Date

Date