

eHealth Ontario

Ontario Laboratories Information System

Practitioner Query Limited Production Release

Important Notice about Privacy

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OLIS adopters are provided with the OLIS Health Care Provider Guide when signing the applicable eHealth Ontario data access agreements which outline user responsibilities under the *Personal Health Information Protection Act 2004*. An additional copy of this guide will be provided to all sites participating in the practitioner query limited production release and is available online at <http://www.ehealthontario.on.ca/docs>.

This guide educates end users about acceptable use of OLIS, including privacy information describing the legislative obligations of Health Information Custodians (HIC) utilizing OLIS and specific instructions on the use of OLIS consent functionality. The guide also provides detailed information around individual access, complaints and incident management. HICS and their agents must familiarise themselves with the terms of this guide prior to using the practitioner query. The OLIS Health Care Provider guide is supplemented with the following conditions for all sites participating in the limited production release:

1. All sites selected for the pilot must ensure that the Certified EMR data filters are set so OLIS data not reconciled with a pre-existing patient in the EMR patient database is automatically flagged for review and sign off in a separate “unmatched queue”. All reports must be reviewed and signed off by the named practitioner before being incorporated into the EMR patient record and those reports that are not matched with an existing patient will be filtered automatically. At this stage the practitioner can delete the data from the EMR system or manually match the data to the relevant patient.
2. Practitioners must review the unmatched queue on a weekly basis and make a decision as to whether to collect the OLIS data as part of a patient’s permanent record or delete the OLIS data as soon as reasonably possible to avoid a situation where the OLIS data remains in the EMR System indefinitely.
3. HICS and their agents must access information only as necessary for the purpose of providing or assisting with the provision of health care to their patients.
4. HICs must revoke access to users who have left the practice or no longer require access to OLIS data and disable any associated automated practitioner or patient queries to OLIS at the first reasonable opportunity and in any event no later than 5 business days after the user has left the practice or no longer requires access to OLIS data.
5. HICs must delete any OLIS data queued in the user’s inbox or unmatched queue awaiting sign off or deletion within 5 business days of the user leaving the practice or no longer requiring access.
6. In the event the HIC has delegated user account management to its Certified EMR Vendor, the HIC is to instruct the EMR Vendor to perform the above tasks within the required timeframes.