



## POLICY

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### Contents and Access to Information in Physician's College Files

<b>STATUS:</b>	APPROVED
<b>Approved by Council:</b>	July 1993
<b>Amended:</b>	March 2015 March 2020
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#### Physician Access to Files

1. Most physician files are maintained electronically. However, there are physician files which have not been converted to an electronic format. This document addresses physician access to both electronic and paper files.
2. This document recognizes the right of physicians to request access to the information maintained by the College about them, subject to exceptions.

#### Physician Access to Electronic Files

3. If a physician file is maintained electronically, a physician may request that the information in their file be copied onto a portable storage device.
4. The fee for a copy of the file information will be \$50.
5. Prior to providing a copy of their file on a portable storage device, College staff will review the contents of that file and may decide not to copy the following information:
  - a. Any letters of reference pertaining to the physician.
  - b. All written communication between the College of Physicians and Surgeons and its legal counsel.
  - c. All expert reports and opinions submitted by a member of the College in respect to the physician in question.
  - d. All material pertaining to disciplinary or competency investigations.
  - e. All information which discloses personal health information of any person other than the physician.

- f. All other material which, in the opinion of College staff, has been submitted to the College in confidence with the expectation that such material would not be disclosed to the physician in question.
6. If there is information in the file that is not copied onto a portable storage device, the physician shall be so informed and advised of the general classification of the materials removed.

## **Physician Access to Paper Files**

7. A physician will be permitted to review a paper file maintained by the College in respect to that physician.
8. Any physician wishing to access his/her file at the College of Physicians and Surgeons:
  - a. Must schedule an appointment to visit the College offices.
  - b. Must pay in advance a fee of \$50 which will permit one hour of supervised access to the file.
  - c. Must pay an additional fee of \$25 per hour or any portion thereof exceeding the first hour.
9. Prior to permitting a physician to review a file, College staff may remove from that file:
  - a. Any letters of reference pertaining to the physician.
  - b. All written communication between the College of Physicians and Surgeons and its legal counsel.
  - c. All expert reports and opinions submitted by a member of the College in respect to the physician in question.
  - d. All material pertaining to disciplinary or competency investigations.
  - e. All information which discloses personal health information of any person other than the physician.
  - f. All other material which, in the opinion of College staff, has been submitted to the College in confidence with the expectation that such material would not be disclosed to the physician in question.
10. When materials are removed from the file by College staff, the physician shall be so informed and advised of the general classification of the materials removed.
11. Throughout the time that a physician has access to his/her file, the physician shall be supervised to prevent removal or alteration of any of the contents of the file.
12. The Registrar's office may provide a physician copies of any of the contents (other than contents that have been removed prior to the physician's review) of that physician's file provided the physician pays to the Registrar's office in advance, a fee which shall be established by the Registrar's office to effect full cost recovery of this service.