



HBT POLICY:
Privacy
Rehabilitation Services B-3.1
Policy Number OC-11-26-v1

Policy Statement:

This policy provides guidance on when and how Employee information may be collected, used or disclosed.

Principles

- This policy is governed by the BC *Personal Information Protection Act* and Healthcare Benefit Trust's Privacy Policy (see [Healthcare Benefit Trust Privacy Policy](#) in *Relevant Documents/Links*)
- This policy applies to Personal Information and Diagnostic Medical Information
- Employees authorize the use of their Personal Information and Diagnostic Medical Information at the time they self-refer or are referred to Rehabilitation Services (see [Rehabilitation Services Authorization for Information Release Form](#) in *Relevant Documents/Links*) or when they submit a Long Term Disability (LTD) claim, and in response to requests for their authorization in specific circumstances not already covered by a signed authorization form

Guidelines

1. Personal Information and Diagnostic Medical Information may be disclosed to Great-West Life (GWL) as per the authorization signed by the Employee
2. Personal Information and Diagnostic Medical Information may be disclosed to Health Care Providers and to Other Service Providers as per the authorization signed by the Employee
3. Personal Information may be disclosed to the Employee's employer and the Union as per the authorization provided by the Employee
4. Diagnostic Medical Information may only be disclosed to parties other than GWL, Health Care Providers and Other Service Providers (such as the employer, Union, ICBC, and WorkSafe BC) if the Employee has specifically authorized the disclosure

5. Despite the provisions above, situations may arise that allow Personal Information and/or Diagnostic Medical Information to be disclosed without an Employee's authorization, including:
 - Imminent risk of harm by an Employee to themselves (Policy B-2.1 Suicide Risk)
 - Child in need of protection (Policy B-3.2 Reporting Children in Need of Protection)
 - As described in Healthcare Benefit Trust's Privacy Policy, Section 2 (see Healthcare Benefit Trust Privacy Policy in *Relevant Documents/Links*)
 - In these situations, the Director of Rehabilitation Services will determine with HBT's Privacy Officer whether disclosure is appropriate

Practice

Rehabilitation Services reviews the authorization form with the Employee prior to providing rehabilitation. All authorization forms currently in use by Rehabilitation Services allow for the sharing of Personal Information with the employer. Some forms also allow for the sharing of Personal Information with the Union. In addition, some Employees may have specifically authorized release of Diagnostic Medical Information to their employer, in addition to the release of Personal Information to their employer.

- 1) Employee Personal Information and Diagnostic Medical Information is shared with Great-West Life (GWL)
- 2) Employee Personal Information and Diagnostic Medical Information is shared with Health Care Providers and Other Service Providers to the extent required to provide treatment for the effective delivery of Rehabilitation Services to the Employee
- 3) Personal Information and/or Diagnostic Medical Information is shared with parties other than GWL, Health Care Providers and Other Service Providers (including the employer, Union, Working Group, ICBC and/or WorkSafe BC) when an Employee's signed authorization form permits the disclosure
- 4) Personal Information is shared with the employer for the purpose of returning the Employee to work as follows:
 - Information about the illness or injury including functional abilities, treatment or medication that may affect a return to work, nature of illness or injury, and likely duration
- 5) Rehabilitation Services may also collect, use or disclose Personal Information and/or Diagnostic Medical Information in other circumstances without an Employee's authorization, where permitted by law, such as those circumstances described in Healthcare Benefit Trust's Privacy Policy, Section 2
 - Such disclosure may be made if permitted by the terms of this policy and if approved by the Director

- 6) Service providers are expected to treat Personal Information and Diagnostic Medical Information in keeping with professional practice expectations and privacy laws (Policy A-5.1 Referrals to Service Providers and A-5.2 Referrals to Training Programs)

Definitions

- **Diagnostic Medical Information** – Diagnostic information about the illness or injury for which Rehabilitation Services may be provided or for which benefits from the Long Term Disability (LTD) Plan may be claimed
- **Employee** – Employees of HBT's member employers who are covered by the HBT LTD Plan (plus the HSA LTD Trusts)
- **Health Care Providers** – Physician (doctor), therapist, or other medical practitioner who has or may examine, diagnose or treat the Employee in respect of the illness or injury for which Rehabilitation Services may be provided or for which benefits from the LTD Plan may be claimed
- **Other Service Providers** – Any other service provider that may be retained by HBT to provide services (including, but not limited to, providers of vocational assessment and evaluation)
- **Personal Information** – Information about the Employee including name, address, date of birth, date of onset of Work Disability and information about the Employee's illness or injury (including information about functional abilities, nature of illness or injury and likely duration) but excluding Diagnostic Medical Information
- **Work Disability** – An absence from work or a reduction in work capacity attributed to an illness or injury

Relevant Documents/Links

- A: Healthcare Benefit Trust Privacy Policy
<https://www.hbt.ca/Pages/Privacy.aspx>
- B: Rehabilitation Services Authorization for Information Release Form
[Authorization for Information Release](#)