	<p><b>Southscan MRI</b></p> <p><b>South Infirmary-Victoria University Hospital</b></p>	<p><b>Policy No:</b> 001</p> <p><b>Revision No:</b> 1.1</p> <p><b>Page:</b> 1</p> <p><b>No of pages:</b> 2</p> <p><b>Date:</b> 25 May 2018</p>
<p><b>Statement of Information Practices at Southscan MRI</b></p>		
<p><b>Written/Reviewed by:</b> Stuart Ginnell</p>		<p><b>Title:</b> IT Support.</p>
<p><b>Approved by:</b> Dr Simon Blake</p>		<p><b>Title:</b> MRI Manager.</p>

## Statement of Information Practices at Southscan MRI

In accordance with HIQA Guidance on Information Governance the Directors of Southscan MRI, The MRI Manager & IT Support have developed a statement of information practices at the Southscan MRI.

### Collection of Personal Health Information

Southscan MRI collects personal health information (PHI) about you directly from you or from the person acting on your behalf such as your General Practitioner. The personal health information that we collect includes, for example, your name, date of birth, address and records of your visits to the South Infirmary-Victoria University Hospital.


As part of the national re-organisation of Hospitals (Hospital Reconfiguration Programme), the patient administration IT system in the South Infirmary - Victoria University Hospital was upgraded during 2011. ON completion the Southscan MRI patient administration joined this programme. The upgrade project allows for the sharing of information and services across regions and hospital sites such as the Cork University Hospital, the Mercy University Hospital. There is a security policy in place which restricts access to information depending on the role and responsibility of the user. This ensures the protection and reliability of individual patient information. Southscan MRI patient data episodes are viewable to members of Southscan MRI and SIVUH only and selected studies are presented to Global Diagnostics for reporting purposes.

The user security model ensures users are permitted only to view activity data for the specific site where they have a role. Some users have been granted multi campus permissions on a need to know basis to view incidents in support of the new integrated service delivery model. The project introduced a new patient ID number (known as the RID number) which is used in all hospitals in the Cork region to uniquely identify the patient. This number is used as the main way of identifying the patient on all requests for patient services and it is linked to the radiology systems.

### Uses and Disclosures of Personal Health Information Important Information

- We take steps to protect your personal health information from theft, loss and un-authorised access, copying, modification, use, disclosure and disposal
- We have Information Governance arrangements to ensure compliance with Data Protection legislation and the ethical use of information
- We conduct audits to monitor our privacy compliance
- We take steps to ensure that everyone who performs services for us, protects your privacy
- Your Southscan MRI information will be stored securely on shared health information databases.

### How can I get a copy of my records?

	<p><b>Southscan MRI</b></p> <p><b>South Infirmary-Victoria University Hospital</b></p>	<p><b>Policy No:</b> 001</p> <p><b>Revision No:</b> 1.0</p> <p><b>Page:</b> 2</p> <p><b>No of pages:</b> 2</p> <p><b>Date:</b> 28<sup>th</sup> August 2013</p>
<p><b>Statement of Information Practices at Southscan MRI</b></p>		
<p><b>Written/Reviewed by:</b> Stuart Ginnell</p>		<p><b>Title:</b> IT Support.</p>
<p><b>Approved by:</b> Dr Simon Blake</p>		<p><b>Title:</b> MRI Manager.</p>

- You have the right to seek a copy or to seek amendment to your personal health information records. To do this contact –

Ms Anne Morrison  
Unit Manager  
Southscan MRI  
Old Blackrock Road, Cork  
Telephone No. 021-4322632 Fax No. 021-5005699

**Primary Use of Personal Health Information**

- To treat and care for you, and make appointments
- To plan and provide services
- To receive payment for your treatment from insurers
- To fulfil insurance notification requirements
- Your personal health information will be shared with your G.P and any health services to which you are being referred.
- To confirm that you are a patient, your general health status and your room and telephone extension while in hospital.

**Secondary Uses of Personal Health Information**

- For quality improvement and clinical audit

**How do I get more information on the Hospital Information Practices?**

For more information about Southscan MRI information practices or to raise a concern you have with our practices, contact The Manager Southscan MRI, Old Blackrock Road, Cork Direct line 021-4926608, or email southscan@gmail.com.