UOHI Directory of Records

Ontario's Freedom of Information and Protection of Privacy Act, R.S.O 1990 (FIPPA) requires the hospital to make available to the public an index of the general classes and types of records prepared by or in the custody or control of the University of Ottawa Heart Institute (Heart Institute).

The Directory of Records index is organized into 8 functional categories. Questions regarding the Directory of Records should be directed to the Freedom of Information Office (privacy@ottawaheart.ca).

01. **Administration**
02. **Public Relations/Communication**
03. **Financial Services**
04. **Information Technology**
05. **Human Resources**
06. **Clinical Services**
07. **Health and Safety**
08. **Biomedical Engineering**

01. Administration

Includes records related to general administration and governance of the hospital, including:

- Records of the Boards of Governors, Senior Management and other committees
- Vendor contacts and agreements and Consultant/Contractor agreements
- Reports and Statistics
- Legal Affairs
- Licenses and Permits
- Policies and Procedures
- Insurance Records
- Capital Projects
- Legislation and Regulations

02. Public Relations and Communications

- Media Relations
- Publications
- Records relating to the UOHI Website
- Events and Celebrations

03. Financial Services

- Financial Statements
- Records relating to banking and cash administration
- Budget and Funding
- Procurement and Purchasing
- Taxation
- Audit Records
- Service Statements
- Heart Institute Act
- Incorporation Documents

04. Information Technology

- Records relating to the UOHI IT systems
- Contractor agreements
- IT operations and administration

05. Human Resources

- Employee files
- Records relating to payroll
- Student and volunteer files

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06. Clinical Services

- Records relating to Clinical Programs
- Incident Reports
- Records relating to Quality Committee
- Practitioner Lists
- Patient Registries
- Records relating to Community based programs and Prevention programs

07. Health and Safety

- Health and safety training
- Incident Reports
- Accident Statistics

08. Biomedical Engineering

- Records relating to Capital Equipment
- Equipment inventory Database
- Incident Reports
- Equipment Service and Maintenance records