# HOW TO FIND YOUR PIA NUMBER

## PRIVACY IMPACT ASSESSMENTS

A Privacy Impact Assessment (PIA) is the process used to analyze, identify and address potential privacy risks within a clinic. Every clinic is required to complete an initial PIA upon opening and to review, maintain and amend their documentation regularly.

To learn more about PIAs, visit the AMA website.

## OFFICE OF THE INFORMATION & PRIVACY COMMISSIONER

The Office of the Information and Privacy Commissioner's (OIPC) duties include ensuring that health custodians uphold the access and privacy rights outlined in Alberta legislation, advocate for the access and privacy rights of Albertans, and review and investigate privacy concerns. The OIPC is also responsible for reviewing and approving all Alberta PIAs.

### PIA ACCEPTANCE TIMEFRAME

A new PIA can take 9-12 months to be accepted. Expect a letter from the OIPC a few weeks after submission that will contain your PIA number.

If you have misplaced this letter, a custodian or affiliate of the clinic must call the OIPC to find the PIA number. **1-888-878-4044**

## WHY YOU NEED YOUR PIA NUMBER

The OIPC has a registry of all accepted PIAs. If you can't remember your PIA number, it can be searched for on their site. You will need this information for:

- Community Information Integration (CII) & Central Patient Attachment Registry (CPAR)
- Netcare participation
- Implementing an Electronic Medical Record (EMR)
- Primary Care Network (PCN) membership
- Enabling new technology (e.g. patient portal, secure email, virtual appointments, etc.)
- Accessing diagnostic laboratories

# STARTING YOUR SEARCH

## 1 NAVIGATING THE PIA REGISRTY

Accepted PIA summaries are batched together by year range, program or initiative. Start on the **Privacy Impact Assessment** page.

Scroll to the heading **PIA Registry** near the bottom of the page.

## 2 WAS YOUR PIA ACCEPTED AFTER JAN 1, 2017?

PIAs accepted after January 1, 2017, can be found listed under the heading **PIA Registry**.

### PIA Registry

The following document lists all accepted PIAs since January 1, 2017:

- PIA Registry (Excel)

### SEARCHING PDFS MADE EASY

Try searching for your name or clinic by holding down **CTRL + F**. A box will pop open at the top of your screen that you can type in.

### SEARCHING EXCEL MADE EASY

- Click Enable Editing to access the data
- Highlight column A
- Press CTRL + F to use the Find function

## 3 WAS YOUR PIA ACCEPTED BEFORE JAN 1, 2017?

PIAs accepted before January 1, 2017, can be found listed under the heading **PIA Registry** under the section "The following documents list certain accepted PIAs prior to 2017".

The following documents list certain accepted PIAs prior to 2017:

- Netcare - Physician (pre-2017)
- Netcare - Pharmacy (pre-2017)
- PIA Registry (pre-2017)
- POSP (pre-2015)

Most older PIAs will likely be found under the **Physician Office System Program (POSP) PIA Listing**.

If your PIA was not there, the next step it to search the **A-Z Registry of PIAs**

**DID YOU KNOW?**

The AMA offers free privacy training to all community-based medical clinics in Alberta. This training is tailored to physicians, privacy officers and staff.

**LEARN MORE!**