



# Memo

**Date:** December 18, 2015

**To:** Community Program Directors  
Community Area Directors  
Community Managers  
Community Health Information Committee Members  
Corporate Community Privacy Officers Committee

**From:** Crystal Letain, WRHA Community Manager, Health Information Services  
Julia Peemoeller, Chief Administrative Officer, Community Health Services

**RE: Process Change for the Storage of Court Orders for all Community Programs**

---

Community Health Information Services will be implementing a new centralized process for the storage and retention of all orders of the court for the production of personal health information for community areas. The process in which these documents will be retained has been approved by the Community Health Services Leadership Team, Corporate Community Privacy Officers Committee, and the Community Health Information Committee.

Orders of the court for the production of personal health information (e.g., production orders, search warrants, subpoenas) are not to form a part of the health record. These documents are to be stored in a confidential and secure manner with limited access and separate from the individual's personal health record. Currently, court orders for the release of personal health information are being retained by individual community sites/programs without regional standardization.

Effective January 1, 2016 onward, all court orders that are received will be retained centrally by the WRHA Health Information Services Community Manager located at the Concordia Hip & Knee Institute. These documents will be retained for a period of seven years and then destroyed.

All Orders of the Court for the Production of personal health information shall be sent to:

Crystal Letain  
Manager, Health Information Services, Community  
Winnipeg Regional Health Authority  
234 - 1155 Concordia Ave  
Winnipeg, MB R2K 2M9

Should you have any further questions, please do not hesitate to contact Crystal Letain at [cletain@wrha.mb.ca](mailto:cletain@wrha.mb.ca) or 204-926-7838.