Informational Document

1. How My Health Information Is Collected



Occupational health professionals **collect only the information necessary** to organize my care and services, in accordance with their occupational health mandate.

They **consult only what is required**, such as:

- My medical records
- The Québec Health Record (DSQ)
- The MADO-Chemical system

My health record may be in **paper** or **electronic format**.

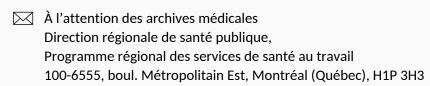
2. How to Access and Correct My Health Information



I must submit a written request:

- To access my health information.
- To correct inaccurate or missing information.

Send the request to:



documentation.sat.ccsmtl@ssss.gouv.qc.ca

3. How Long My Health Information Is Kept



My information is retained:

- 100 years after my birth, for most occupational health programs.
- **6 years** after the end of my pregnancy and breastfeeding, for the Safe Maternity Program (PMSD).

After these periods, the information will be securely destroyed.



4. Who Can Access My Health Information



a. Occupational Health Professionals

These individuals may share my health information as part of my care and services.

I may refuse, in writing, to share my health information with a specific professional or group.

Occupational Health **Professionals include:**

- Doctors
- Nurses
- Occupational hygiene personnel
- Administrative support staff

b. My Next of Kin after my Death

These individuals have to right to access my health information in order to:

- Know the cause of my death
- Support them in their grieving process
- Determine whether a genetic or hereditary condition exists in the family

I may refuse, in writing, access to certain health information.

Next of kin includes:

- My spouse
- My parents
- My children

c. Researchers

Researchers may use my health information for research purposes. My identity remains confidential.

To refuse the sharing of health information, a written request must be sent to.

To the attention of the person responsible for access to patient/user records:



À l'attention du responsable de l'accès aux dossiers patients / usagers 1560, rue Sherbrooke Est, Montréal (Québec), H2L 4M1



514 362-7905



accesauxdossiersdesusagers.ccsmtl@ssss.gouv.qc.ca

For more information, contact 514 286-2600, ext. 409

If you have any questions, please don't hesitate to contact us:



1-844-333-1371 ou 514-685-1371



documentation.sat.ccsmtl@ssss.gouv.qc.ca

Centre intégré