



If you realized how powerful your thoughts are you would never think a negative thought. Peace Pilgrim

Congratulations Integrated Lab Service

Congratulations to Integrated Hospital Laboratories (IHL) Service Windsor Essex for winning the \$5,000 Early Adopter Award from mTuitive. Collaborating with mTuitive, IHL Windsor Essex produced a concise video offering an informative overview of how xPert for Pathology's synoptic pathology reports are beneficial to organizations and lab workers alike. Congratulations to our Lab Team.

WE Care for Kids to Host Children's Gala

W.E. Care for Kids is pleased to present the first ever Kid's Gala. The goal is to encourage youth to participate in the community by having a Gala they can attend and enjoy. On Friday, February 3rd, 2012, everyone is invited to attend "Under the Big Top" Gala. Adult tickets are \$100 and children's tickets are \$50. For more information contact the W.E. Care for Kids office at extension 52850.

Give the Gift of Hope!

This holiday season help support Windsor Regional Hospital's Paediatric Services with the fight against children's cancer. Join us for our 1st annual Charity Gala on Friday, March 9th featuring an exquisite 5 course dinner prepared by the award winning Trillium Chefs of Canada. Tickets are 2 for \$200 or a table of 10 for \$1000 (Individual tickets are \$125). Order your tickets before the holidays and be eligible for a draw in the Chef's Interactive Cooking Challenge! Call 519-966-2960 or ext. 52656 to order tickets today.

In Concert with Wellness

Many thanks to the many musicians and entertainers who participated in *In Concert with Wellness* at both campuses this year. Musicians offered a diversion in the daily lives of patients and staff. The last *In Concert with Wellness* concert before the holidays features students playing the piano on December 23rd at 5 pm.

Staff Activities Assist with New Year's Resolutions!!!

A new session of Power Pilates will be available at Met Campus beginning January 3, 2012. Deadline for registration is Friday December 30, 2011. Visit the WRH Intranet under Programs and Services/Healthy Lifestyles for more information or contact or Laura Carcelen at ext. 52330.

Holiday Ornaments

Volunteers continue to sell ornaments at both Campuses in support of the WRH Foundation. Purchase one to honour a loved one during the Holiday Season. Make a donation, and your ornament can be hung on the Holiday Trees provided by *In Honour of the Ones We Love*. Proceeds support Paediatric Services and the *Cornerstone of Caring Campaign*. For more information, contact Terez Balogh at Ext. 52449.

Did you know?

This is the last issue of the Tribune for 2011—Happy New Year!

Tribune is a publication of the Public Affairs Department of Windsor Regional Hospital. Submissions can be made to gisele_sullens@wrh.on.ca or by calling ext. 52008.

FREEDOM OF INFORMATION FACT SHEET #2 MAKING A REQUEST FOR ACCESS TO A RECORD OR PERSONAL INFORMATION AT WINDSOR REGIONAL HOSPITAL:

What can be requested? Access to a range of recorded information held by Windsor Regional Hospital, including records of personal information that came into the custody or control of Windsor Regional Hospital on or after January 1, 2007.

When can I make a request? January 1, 2012 or thereafter.

How can a request be made?

Step 1: A requester will submit a request in writing to the Health Records department – Release of Information Clerk (Metropolitan Campus). Visit the department or our website at www.wrh.on.ca to find our *Windsor Regional Hospital Access/Correction Request Form* to assist with this process. **Requests for release of information must be in writing, delivered either by hand or by mail and be accompanied by the non-refundable \$5.00 fee to be initiated.** When making a written request, the requester should be clear and identify what specific record(s) or personal information they are seeking access to along with any applicable dates or time period relevant to the request. A clearly defined request with a narrow scope will greatly assist the Hospital to search, locate and retrieve the record(s)/ personal information and answer the request quickly.

Step 2: Once the request is prepared it must be submitted, along with the non-refundable \$5.00 fee to:
Windsor Regional Hospital -Metropolitan Campus
1995 Lens Avenue- Windsor, Ontario -N8W 1L9
ATTN: HEALTH RECORD DEPARTMENT – RELEASE OF INFORMATION CLERK

Step 3: Once a request is received, Windsor Regional Hospital will send an acknowledgment letter to the requester and may clarify the request (if necessary) and notify the requester of any time extensions or fees that may apply.

Step 4: Records to which exemptions apply may be withheld entirely or be “severed” (i.e. portions blacked-out). A decision letter will explain in detail the exemptions/exclusions applied and provide reasons.

Step 5: If a requester is not satisfied with the hospital’s access decision and disclosure of records, the requestor has thirty days (30) from the date of the Hospital’s decision letter to request a review by the Ontario’s Information and Privacy Commissioner.

What do I do if a member of the public/patient/client/visitor asks me how to make a freedom of information request? Please direct them to the process and steps outlined above. You can also identify that Windsor Regional Hospital has a dedicated section on our website at www.wrh.on.ca where they can find more information.

How is a request for personal health information handled at Windsor Regional Hospital? Windsor Regional Hospital will continue to process requests for personal health information (P.H.I.P.A.) as it has in the past and requests should continue to be directed to the Health Records Department – Release of Information Clerk.