



**An individual\* or their substitute decision maker has a right to view or obtain copies of their personal health information (PHI)/health record**

- All individuals receiving care have the right of access to their PHI. Upon request, SHA team members will take reasonable steps to inform individuals of the process to access their health record.
- Access to your health record supports open communication with you and your health care providers.
- Upon request, you may view or receive copies\*\* of your current health record. You can make the request verbally or in writing to a member of your health care team. There may be an administrative fee for copies of your health record.
- Your health care provider will respond to your request as soon as possible.
- Some of your health record may not be shared with you if the information could cause harm to you or another person, or if it was provided by a third party in confidence.
- You can request to have an appropriate health care provider present to explain any terms, codes or abbreviations used in the health record.
- You may take a picture of your health record if you choose.
- Requests for access to non-current health records (previous visits) must be in writing, and directed to the Health Information Services department or the records management area of the facility in which you are receiving care or you can request a copy from your health care team. You may be charged a fee as per the Provincial Fee Schedule.



Non-Current Health Record

You can find the “**Request for Access to Personal Health Information**” form at [saskhealthauthority.ca](https://saskhealthauthority.ca) > Our Organization > Privacy & Personal Information > Health Information Services (Health Records) or use your mobile device to scan the applicable QR code.



Current Health Record

- Consider signing up for MySaskHealthRecord, a secure website that gives you quick and easy access to your lab test results, medical imaging reports, immunization history, prescription history and clinical visit history. Visit [ehealthsask.ca](https://ehealthsask.ca), use your mobile device to scan the QR code to the right or call 1-844-767-8259 for more information.



\*Individual means the person to whom the personal health information relates. All employees requesting personal health information will be provided this information in the same and fair manner as any other individual, following the appropriate process

