



Personal Information Bank (PIB) Details

Title: Accounts Receivable

Location of Files: Finance, Health Care Materials Management (HMMS), various departments within organization

Description: Records relating to payments received for chargeable services such as telephone, television, and internet, and to care provided to patients not covered by OHIP.

Legal Authority for PIB: Public Hospitals Act R.S.O 1990, c. P.40.

Types of Personal Information: Name, contact information, payment information, cheque number, banking information

Uses: Maintain record of payment, budgeting

Users: Finance, HMMS, various department files

Individuals in Bank: Patients and individuals providing payment to the hospital for goods and services

Retention Period: Seven years