



## **E**xternal Access Coordinator/s

---

June 7, 2019

The Access Coordinator is responsible for administering and managing the user access control process. The Access Coordinator shall only initiate requests for user access for which there is a justifiable and legitimate requirement for the employee and/or agent to perform his/her job responsibilities. Only requests from the designated Access Coordinators will be considered for processing. It is the Access Coordinator's responsibility to inform Manitoba Health of any change to an employee's job function with regards to Manitoba Health electronic systems, or their employment status with your facility. The Access Coordinator's are responsible for following *The Personal Health Information Act* (PHIA) guidelines.

Manitoba Health requires two individuals to act as Access Coordinator's for your facility and/or region, can you please provide me with the individuals that will be performing this function below. Please sign and date the document and mail it back to the address indicated below. It is the trustee and/or authorized officer of the trustee's responsibility to inform Manitoba Health if the Access Coordinator/s have changed or left your employment.

### **Trustee: (Section 1(1) of PHIA):**

Means a

- (a) health professional,
- (b) health care facility,
- (c) public body, or
- (d) health services agency

that collects or maintains personal health information.

Thank you,

*Bill Kee*

**Manitoba Health**

**3rd Fl - 300 Carlton Street**

**Wpg, Mb R3B 3M9**

**Phone: 786-7181 Fax: 786-8560**

**[william.kee@gov.mb.ca](mailto:william.kee@gov.mb.ca)**

## ACCESS COORDINATOR INFORMATION

### PLEASE ADD:

Access Coordinator Name	
Facility Name	
Facility Address	
City	
Postal Code	
Department	
Position	
Phone Number	
Fax Number	
Email Address	

### PLEASE REMOVE:


Trustee:  
(Print)

Authorized Officer:  
(Print)

Position of Authorized Officer:

Signature of Authorized Officer:

Date:

Please refer to the following website for information regarding The Personal Information Act (PIIA) and the Personal Health Information Regulation:

<http://www.gov.mb.ca/health/phia/>

**NOTE:** When there is a change in an Access Coordinator; this document is required to make the change, to either remove or add an individual.