

PIA – Section by Section Quick Reference Checklist

PIA Section	Required Information	Yes	No
Section A: Project Summary	Project Background: what is being changed in the PIA/PIA update		
	EMR implementation Information		
	Key players		
	How Health information is stored and accessed		
Section B: Organizational Privacy Management	Management structures: <ul style="list-style-type: none"> Responsibilities of affiliates 		
	Policy management		
	Training and awareness: <ul style="list-style-type: none"> Clinic Privacy Officer EMR privacy training and awareness 		
	Incident response <ul style="list-style-type: none"> Privacy Breach Management 		
	Access and Correction Requests		
Section C: Project Privacy Analysis	Health Information Listing <ul style="list-style-type: none"> Registration information Diagnostic, treatment and care information 		
	Information Flow Analysis: EMR ASP Hosted solution <ul style="list-style-type: none"> Information flow diagram Legal authority and purpose tables 		
	Collection of information notice		
	Data matching		
	Contracts and agreements		
	Use of Health Information outside of Alberta		
Section D: Project Privacy Risks and Mitigation	Administrative Safeguards		
	Physical Safeguards		
	Technical Safeguards		
	Access Controls		
	Privacy Risk Assessment and Mitigation Plans		
	Monitoring plans		
	PIA compliance plans		
Section E: Policy and Procedure Attachments	Are all policies and procedures attached to the PIA?		