

 <p>Code of conduct for information security www.normen.no</p>	<p>Published with the support of:</p> 
<h2>Patient access to incident registers</h2>	<p>Supporting document Fact sheet no 50 Version: 1.1 Date: 15 Dec 2010</p>

<p>Target group</p> <p>This fact sheet is particularly relevant for:</p>	<input checked="" type="checkbox"/> Supplier <input checked="" type="checkbox"/> ICT manager <input type="checkbox"/> Researcher <input type="checkbox"/> Project manager	<input checked="" type="checkbox"/> Head of security/Security coordinator <input checked="" type="checkbox"/> Organization manager/management <input type="checkbox"/> Person or body responsible for research	<input checked="" type="checkbox"/> Staff/employee <input checked="" type="checkbox"/> Data processor <input checked="" type="checkbox"/> Privacy protection ombudsman
Responsibility	The data controller is responsible for implementing procedures for patient access to personal health filing systems established for therapeutic purposes and specialized systems.		
Execution	Each time a registered individual requests access to incident registers from personal health filing systems established for therapeutic purposes and specialized systems.		
Purpose	Safeguard the registered individual's right of access to incident registers from personal health filing systems established for therapeutic purposes and specialized systems.		
Scope	Covers the registered individual's right of access to personal health filing systems established for therapeutic purposes and specialized systems.		
Authority	The Personal Health Data Filing System Act section 13.		
References	<ul style="list-style-type: none"> • Code of conduct for information security, Chapter 5.3.4, (www.normen.no) • Fact sheet 15 – Incident registers and follow-up • Fact sheet 47 – Register of authorizations 		

No	Action
1.	<p>Background</p> <p>a) Procedures ensuring the registered individual's right of access to incident registers is maintained must be implemented</p> <p>b) The procedures shall ensure that the registered individual receives information concerning:</p> <ul style="list-style-type: none"> - Who have had access - How often the access has been used <p>c) The procedures should ensure that the registered individual receives information concerning:</p> <ul style="list-style-type: none"> - When the access was used - What information the access has been used for
2.	<p>Request for access</p> <p>a) Requests for access can be received both in writing and orally. The data controller must make sure that the request for access comes from the right person</p> <p>b) Requests for access and the right to printouts of documentation shall be responded to without unfounded delay and at latest within 30 days</p> <p>c) The patient may be charged for printouts as long as the charges are in compliance with the rules regarding charges for printouts of patient records</p>
3.	<p>Carrying out the access</p> <p>a) The request for access is decided upon by the person whom the data controller has authorized</p> <p>b) The request for access and the decision made must be documented</p> <p>c) If access has been granted the individual requesting access must be provided with at least the following minimum information:</p> <ul style="list-style-type: none"> - Name, role, and organizational affiliation of the individual who has had access - Time of each individual access - To which information access was granted in each individual instance - The date of registration of the individual pieces of information accessed at each individual instance <p>d) When access is granted to the incident register the contents must be made intelligible to the registered individual. This is done by aligning the organization's register of authorizations with the incident registers in:</p> <ul style="list-style-type: none"> - The personal health filing system established for therapeutic purposes - The specialized system <p>e) The registered individual has the right to a brief explanation of the contents of the incident register, the possible reasons for healthcare personnel accessing a personal health filing system established for therapeutic purposes, technical expressions and the like, if the individual requests it</p> <p>f) The registered individual has the right to a printout of the documentation. When printing it must be possible to sort the information in line with the registered individual's wishes</p>