

Affiliate Agreement FAQ

Alberta Screening & Prevention Program



What is an Affiliate Agreement?

The Affiliate Agreement formalizes an understanding between a custodian of health information and an individual being granted access to that health information. The agreement binds you as an individual to the regulations of the *Alberta Health Information Act (HIA)*, and the policies and procedures of the custodian in relation to the collection/use/disclosure of health information. By completing the agreement you are agreeing to these rules and regulations, and taking an Oath of Confidentiality to not use the information in any way beyond what is outlined by the custodian.

Who/what is a Custodian?

A custodian is an individual or organization in the health system who receives and uses health information and is responsible for ensuring it is protected, used, and disclosed appropriately.

Do I need to have an Affiliate Agreement?

That depends. Some primary care organizations have completed a Privacy Impact Assessment, which permits organization staff to access patient records for the purposes of quality improvement. You should consult with your organizational privacy officer to determine if you need to complete an Affiliate Agreement.

Will I be collecting any patient-identifiable information as part of the chart reviews (e.g., name, address)?

No. The chart review will only collect age and gender of patients and evidence of screening offered.

Is there duration for an Affiliate Agreement?

Yes. The Affiliate Agreement is meant to formalize your relationship with the custodian for provision of a specific service. The service being provided is a review of patient records for the purposes of quality improvement. The form indicates the Affiliate Agreement is valid for up to 120 days so that you may have enough time to complete the service. Should you require access to patient records after 120 days from the signature date, you will be required to complete another Affiliate Agreement. **Note:** Your oath of confidentiality extends indefinitely regardless of the Affiliate Agreement date.

Who needs to sign the Affiliate Agreement?

The Affiliate Agreement is between you (as an individual) and the custodian. In most cases the custodian will be a physician, so you may need multiple copies of the Affiliate Agreement if you are working within a clinic with multiple participating physicians (one agreement per physician).

What do I do with the signed Affiliate Agreement?

The custodian will retain the completed original document, and you should make a copy of the completed document for your records. You do not need to submit this form.