

FINANCE PIBs

Title	Location	Legal Authority	Description	Types of Info	Uses	User	Categories of Individuals	Retention
Accounts Payable	Finance	<i>Income Tax Act</i> , RSC 1985, c 1 (5 th Supp). <i>Public Hospitals Act</i> , RSO 1990, C P-40.	Records relating to payments by the Hospital to individuals and suppliers of goods and services.	Contact and/or supplier information (name, address and telephone number), service type provided, payment information and banking information.	To process accounts payable, maintain record of payments, report to Hospital Board on expenses paid to Council members and employees and budgeting	Audit Finance CRA Banks (electronic fund transfers)	Individuals providing goods and/or services to the Hospital (patients, visitors, staff, vendors and community members)	7 years
Account Receivable	Finance	<i>Income Tax Act</i> , RSC 1985, c 1 (5 th Supp).	Records relating to payments paid to the Hospital by individuals for chargeable services.	Contact information (name, address and telephone number), service type provided, payment information and banking information.	To process accounts receivable, maintain record of payments and budgeting.	Audit Financing	Individuals purchasing goods and/or services from the Hospital (patients, visitors, staff, vendors and community members)	7 years
Patient Accounts	Finance	<i>Public Hospitals Act</i> , RSO 1990, C P-40. <i>Personal Health Information Protection Act</i> , SO 2004, c 3. <i>Income Tax Act</i> , RSC 1985, c 1 (5 th Supp).	Records related to billing information related to patient care not covered under the Ontario Health Insurance Plan (OHIP) such as preferred accommodation, ambulance co-payment and medical devices such as crutches and splints.	Contact information (some or all of name, address, telephone number), services provided, medical record number and financial information	To generate invoices for outstanding accounts for billing and/or collection, audit and control processes.	Audit Finance	Hospital patients	7 years
OHIP Billing Info	Finance	<i>Health Insurance Act</i> , RRO 1990, c H-6. <i>Health Insurance Act</i> , RRO 1990, O Reg 107/12. <i>Limitations Act</i> , SO 2002, c 24.	Records relating to claims submitted to the Ministry of Health & Long Term Care in respect of treatment and services provided to patients under the Ontario Health Insurance Plan.	Name of patient, OHIP number, whether an ambulance service was used and whether patient had an ER visit,	To receive payment for insurable treatment and services provided to patients	Audit Finance	Hospital patients	7 years

Cash Receipts Register	Finance	<i>Public Hospitals Act</i> , RSO 1990, C P-40. <i>Income Tax Act</i> , RSC 1985, c 1 (5 th Supp).	Records relating to payments to the Hospital	Contact information (name, address)	To maintain record of receipts issued for audit and control purposes	Audit Finance	Individuals who made cash payments for services (patients and employees)	7 years
Cheques	Finance	<i>Public Hospitals Act</i> , RSO 1990, C P-40. <i>Income Tax Act</i> , RSC 1985, c 1 (5 th Supp).	Records relating to management and processing of cheques. Includes information on the hospital's issuance of cheques and information relating to hospital issued cheques and external cheques that are returned to the hospital	Contact and/or organization information (name, address, telephone number) of individuals that were issued a cheque	To maintain records of cheques and payments issued	Audit Finance	Individuals and/or organizations that the hospital provided payments by cheque to	7 years
Parking	Finance	<i>Public Hospitals Act</i> , RSO 1990, C P-40.	Records relating to payments of parking services	Contact information (name, address, telephone number), employee number and vehicle information	To maintain administration of parking services	Parking Payroll	Employees	7 years