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Implementation of POPI.

Chiro & More Information Officer is Zane Hall.

Audit

Personal information held:

- Patient contact details
- Patient medical records
- Patient financial records

All PI comes directly from the patient (or appropriate guardian) or other registered medical professional (via the patient or with their consent).

Information is used to provide appropriate medical care to the patient and provide financial statements to the patient.

Information may be shared with other registered medical professionals if appropriate to their care and with the patients consent.

Receptionists occasionally have access to patients contact details for the purpose of scheduling appointments or confirming identity.

Privacy Policy

Data collection:

Contact details, medical history, medical aid details and consent to treatment direct from patient (or guardian) via completion of printed form.

Data usage:

To provide appropriate medical care and financial statements to patients.

Data storage and security safeguards:

On site:

Patient files (contact information, medical history, medical aid details and consent) kept on- site in paper files under lock and key with access only by Zane Hall.

Patient contact details, medical aid details, financial information and patient related medical correspondence kept on personal computer with password protection only known by Zane Hall.

Off site:

Patient contact details, medical aid details, financial information and patient related medical correspondence kept on back-up hard disc drive with password protection only known by Zane Hall.

Responsibilities:

Information officer to safeguard patient records and ensure information is handled in accordance with the relevant legislation.

Complaints:

To be made in person, via telephone or email to the Information Officer.

Retention:

Relevant data will be retained until patient requests destruction of their data.

Zane Hall

Chiropractor (AHPCSA No. A03050, Pr. No. 0094730, MCASA)