



Security Considerations – Check Sheet

Ncompass and Security Tips:

In order to ensure users of Ncompass adhere to the requirements of the 'Personal Health Information Protection Act, 2004' (PHIPA) and its Regulation Ncompass Users should subscribe to the following.

- Do not include any identifiable Patient information in any event data fields when scheduling an event.
- Notify the other site that you intend to register them as a Participant before scheduling an event.
- Always confirm that you have the correct system before adding the Participant site.
- Remember that when making a manual point to point call, that the consultant site should always call the patient site unless arranged otherwise.
- If you inadvertently connect with the wrong site and/or system please email the OTN Privacy Office at privacy@otn.ca to inform them of the incident.
- Do not share your Ncompass username and password with anyone. While logged into Ncompass protect your computer monitor from casual observation by others in your work space
- Limit access to personal health information to that which is necessary to do the work
- Do not take screen shots of a patient's personal health information
- If copies are required for any reason, ensure the paper is stored securely until the work is complete and then shredded securely once the copies are no longer required

If you have any questions regarding privacy and security issues, please refer to our website at www.otn.ca or email your questions to privacy@otn.ca.