

Directory of Records

Functional Units

1. [Administrative and Governance](#)
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Administrative and Governance

Accounting & Finance Administration
Accounts Payable
Accreditation Records
Agreements and Contracts
Annual Reports & Annual Financial Returns
Attendance and Scheduling
Audited Annual Financial Statements
Board of Directors Meeting Minutes
Board of Directors By-laws
Board of Directors List
Business Intelligence Reports
Capital Assets
Communications
Community Engagement & Consultation
Computer System Access and Security
Department Procedures and Forms
Documents of Incorporation
Employee Competition and Recruitment
Employee Payroll Files
Employee Performance Management
Expense Claims
Hospital Standardized Mortality Rate
Human Resources Administration

Infection Outbreak Investigations
Legal matters and cases
Library Holdings
Media Relations
Minutes of Board Committees and Standing Committees
Minutes of Departmental Meetings
Minutes of Senior Leadership Team
Occupational Health & Safety
Operating Budget
Operational Equipment and Furnishings
Orientation and Training Materials
Patient Feedback: Complaints and Compliments
Policy - Corporate
Procurement Records
Project Management Materials
Quality & Patient Safety Reviews
Research
Strategic Planning
Year End Audit Working File

Clinical and Corporate Support Services

Accounting and Finance Administration
Accounts Payable
Accounts Receivable
Accreditation Records
Agreements and Contracts
Annual Reports and Annual Financial Returns
Attendance and Scheduling
Bank Statements and Reconciliations
Business Intelligence Reports
Capital Assets
Capital Budget
Cheque Register and Reports
Claims (Potential)
Communications
Community Engagement & Consultation
Computer Hardware
Computer Software
Computer System Access and Security
Computer System Implementation & Management

Computer System Networks
Computer/Device Access Controls
Construction and Renovation
Department Procedures and Forms
Documents of Incorporation
Emergency Planning
Employee Competition & Recruitment
Employee, Student and Professional Staff History Data
Employee Medical Data
Employee Payroll Files
Employee Performance Management
Employment Equity
Ethical Codes and Reviews
Expense Claims
Facilities Management
Financial Statements and Reports
Fire Safety Planning
Fire Safety Tests and Inspection Reports
General Ledger Accounts
HOOP: Employee Deductions
Human Resources Administration
Incident Reports
Job Classifications
Journal Entries
Labour Relations
Legal Matters and Cases
Library Holdings
Log Books/Sheets
Master Patient Index
Material Safety Data Sheets
Media Relations
Minutes of Board Committees and Standing Committees
Minutes of Departmental Meetings
Occupational Health & Safety
OHIP Billing Information
Operating Budget
Operational Equipment and Furnishings
Orientation and Training Materials
Patient Accounts
Patient Chart – Health Record

Patient Diagnostic Images (excluding mammograms)
Patient Diagnostic Images (mammograms)
Patient Feedback: Complaints and Compliments
Patient Registration
Pay Period Processing
Pharmacy Dispensing Records
Police Reference Check Program Records
Policies – Hospital
Procurement Records
Project Management Materials
Purchasing of Goods & Services
Quality & Patient Safety Reviews
Request under Freedom of Information and Protection of Privacy Act (FIPPA)
Request under Personal Health Information Protection Act (PHIPA)
Research – Medical
Security Programs & Services
Strategic Planning
Telecommunications and Electronic Services
Volunteers
Workers Compensation and Disability Management
Workplace Space Planning and Moves

Facilities Management

Access to Information & Protection of Privacy
Accounts Payable
Agreements and Contracts
Attendance and Scheduling
Capital Assets
Capital Budget
Communications
Construction and Renovation
Department Procedures and Forms
Emergency Planning
Employment Competition & Recruitment
Employee, Student and Professional Staff History Data
Employee Performance Management
Expense Claims
Facilities Management
Financial Statements and Reports

Fire Safety Planning
Human Resources Administration
Incident Reports
Job classifications
Log Books/Sheets
Minutes of Board Committees and Standing Committees
Minutes of Departmental Meetings
Operating Budget
Operational Equipment and Furnishings
Orientation and Training Materials
Project Management Materials
Purchasing of Goods & Services
Site Development and Planning Studies
Site Plan Applications
Workplace Space Planning and Moves

Finance

Accounting and Finance Administration
Accounts Payable
Accounts Receivable
Accreditation Records
Agreements and Contracts
Annual Reports & Annual Financial Returns
Attendance and Scheduling
Audited Annual Financial Statements
Bank Statements and Reconciliations
Board Committees and Standing Committees
Building Technical Standards & Safety
Business Intelligence Reports
Capital Assets
Capital Budget
Cash Receipts Register
Cheque Register and Reports
Cheques
Computer System Access and Security
Computer System Implementation & Management
Computer System Networks
Department Procedures and Forms
Documents of Incorporation
Emergency Planning

Employee Competition & Recruitment
Employee Performance Management
Expense Claims
Financial Statements and Reports
Fire Safety Planning
General Ledger Accounts
Human Resources Administration
Insurance Policies
Job Classifications
Journal Entries
Labour Relations
Minutes of Board Committees and Standing Committees
Minutes of Departmental Meetings
Occupational Health & Safety
OHIP Billing Information
Operating Budget
Orientation and Training Materials
Patient Accounts
Petty Cash
Policies - Departmental
Procurement Records
Purchasing of Goods & Services
Quality & Patient Safety Reviews
Strategic Planning
Taxation
Telecommunications and Electronic Services
Workplace Space Planning and Moves
Year End Audit Working File

Human Resource Services & Occupational Health and Safety Services

Accounting and Finance Administration
Accounts Payable
Accounts Receivable
Agreements and Contracts
Attendance and Scheduling
Communications
Computer System Implementation and Management
Departmental Procedures and Forms
Emergency Planning
Employee Benefit Plans

Employee Competition & Recruitment
Employee, Student and Professional Staff History Data
Employee Medical Data
Employee Payroll Files
Employee Performance Management
Expense Claims
Human Resources Administration
Immunization Program
Incident Reports
Job Classifications
Labour Relations
Legal Matters and Cases
Minutes of Board Committees and Standing Committees
Minutes of Departmental Meetings
Occupational Health & Safety
Operating Budget
Orientation and Training Materials
Pay Period Processing
Policies – Departmental
Project Management Materials
Purchasing of Goods & Services
Quality & Patient Safety Reviews
Strategic Planning
Worker's Compensation and Disability Management

Information Technology Services

Agreements & Contracts
Attendance and Scheduling
Capital Assets
Capital Budget
Communications
Computer Hardware
Computer Software
Computer System Access and Security
Computer System Implementation & Management
Computer System Networks
Computer/Device Access Controls
Employee Performance Management
Expense Claims
Minutes of Departmental Meetings

Operating Budget
Patient Feedback: Complaints and Compliments
Policies – Departmental
Procurement Records
Purchasing Goods & Services
Strategic Planning
Telecommunications and Electronic Services

Medical Affairs and Professional Practice

Access to Information & Protection of Privacy
Accounting and Finance Administration
Accounts Payable
Agreements & Contracts
Attendance and Scheduling
Board of Directors By-laws
Capital Assets
Capital Budget
Communications
Departmental Procedures and Forms
Documents of Incorporation
Emergency Planning
Employee Payroll Files
Employee Competition & Recruitment
Employee, Student and Professional Staff History Data
Employee Medical Data
Employee Payroll Files
Employee Performance Management
Ethical Codes and Reviews
Expense Claims
Facilities Management
Financial Statements and Reports
Fire Safety Planning
General Ledger Accounts
Hospital Standardized Mortality Rate
Human Resources Administration
Incident Reports
Infection Control Program
Insurance Policies
Job Classifications
Labour Relations

Library Holdings
Log Books/Sheets
Master Patient Index
Material Safety Data Sheets
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Minutes of Departmental Meetings
Occupational Health and Safety
OHIP Billing Information
Operating Budget
Operational Equipment and Furnishings
Orientation and Training Materials
Patient Accounts
Patient Chart - Health Record
Patient Diagnostic Images
Patient Feedback: Complaints and Compliments
Patient Registration
Pay Period Processing
Police Reference Check Program Records
Policies – Departmental
Procurement Records
Project Management Materials
Purchasing of Goods & Services
Quality & Patient Safety Reviews
Research- Medical
Strategic Planning
Volunteers
Workplace Space Planning and Moves

Patient Care

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Accounts Receivable
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Agreements and Contracts
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Attendance and Scheduling
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Business Intelligence Reports
Capital Budget
Cheques

Cheque Register and Reports
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Computer Hardware
Computer Software
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Construction and Renovation
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Emergency Planning
Employee Competition & Recruitment
Employee, Student and Professional Staff History Data
Employee Medical Data
Employee Payroll Files
Employee Performance Management
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Facilities Management
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Fire Safety Planning
Fire Safety Tests and Inspection Reports
General Ledger Accounts
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Immunization Program
Incident Reports
Infection Control – *see Medical Affairs and Professional Practice*
Job Classifications
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