Information Management Committee
July 4, 2003 - 9 a.m. – Conference Room C, Corporate Office

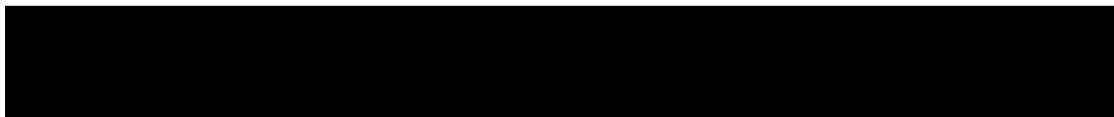**Present:**

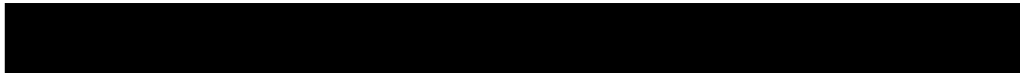|	
Mr. K. Decker, Chairperson	Mr. D. Macdonald
Mr. J. Brown	Mr. W. Miller
Ms. H. Byrne	Mr. C. Murphy
Ms. E. Connors	Ms. S. Pereira
Ms. D. Cooper	Ms. S. Pierce for Mr. A. Grossert
Mr. I. Kendall	Ms. P. Pilgrim
Dr. F. King	Ms. S. Smith
Ms. S. Lehr	Ms. J. Templeton

Regrets:

Ms. R. Barrington
Mr. A. Grossert
Mr. T. Mouland
Ms. S. Penney
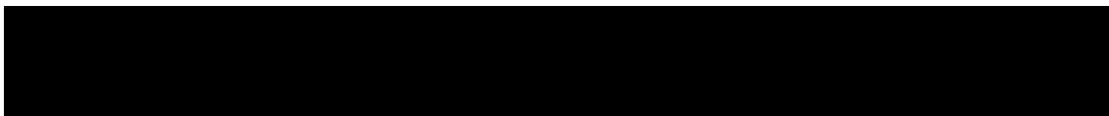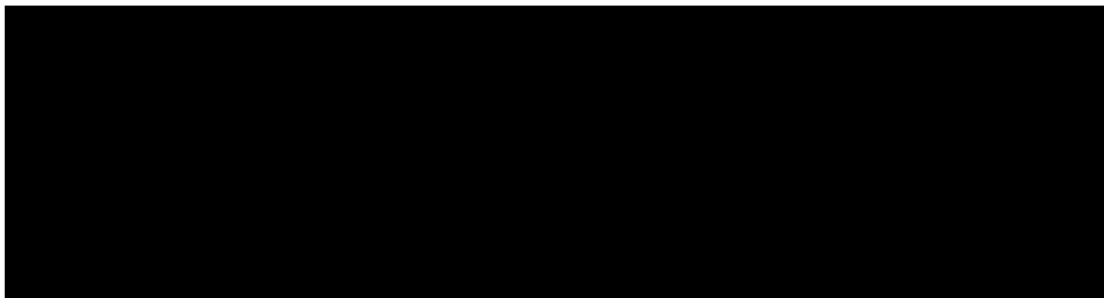Mr. E. Wade

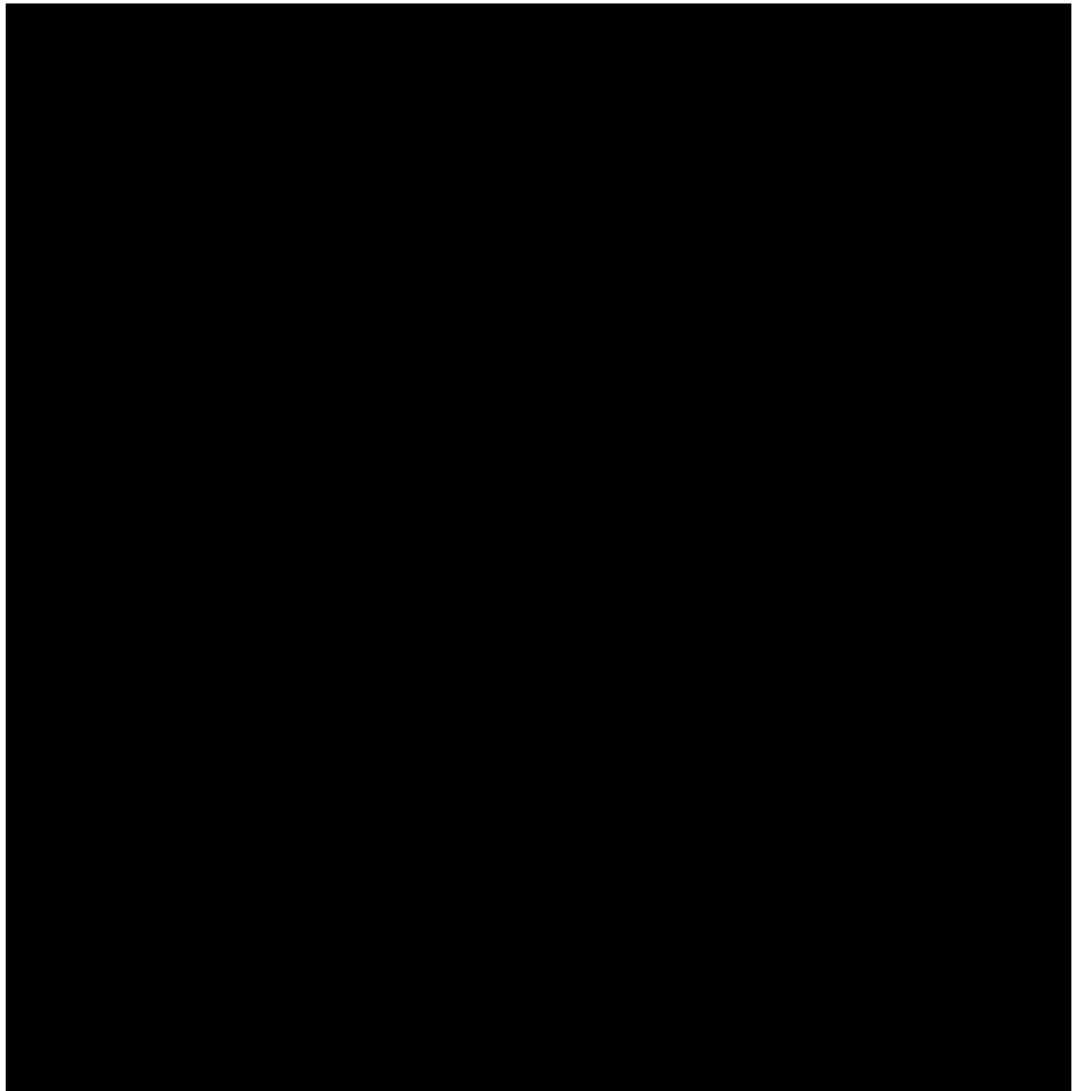1.   **Welcome New Member**

2.   **Minutes of the Last Meeting**

3.   **Follow Up from Planning Day**

4.   **Business Arising**

5.   New Business

5.1.   Committee Membership

5.2.   Government E-mail Policy

The recently released Government policy on e-mails was circulated prior to the meeting. This has highlighted the need for an e-mail policy for the Corporation to address proper management, ownership, security, monitoring and compliance issues.

It was agreed to refer the issue to the E-mail Working Group established to address the types and appropriateness of e-mails being sent through Meditech. E-

CIHRT Exhibit P-3129   Page 3

Information Management Committee   5   *July 4, 2003*

mails received from patients should also be considered. The Corporation's move to Microsoft Outlook Exchange will facilitate our ability to address e-mail issues, and we are waiting for this to become more established.

The need for education on communication and the appropriate content of e-mails was also raised.

The Newfoundland and Labrador Centre for Health Information has an e-mail policy, and Mr. Macdonald will investigate the possibility of sharing this with the committee.

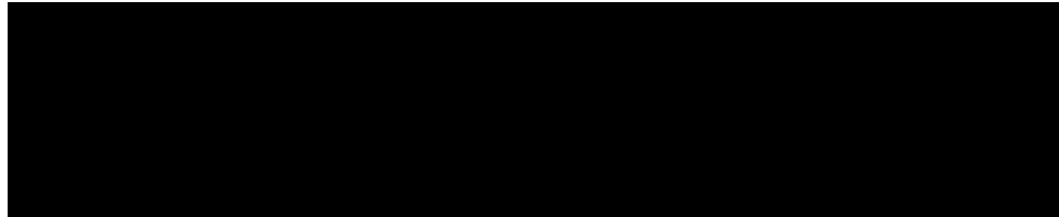**5.3.   Electronic Health Record Proposal**
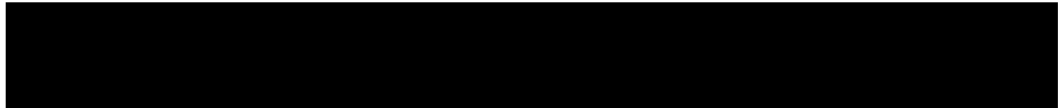
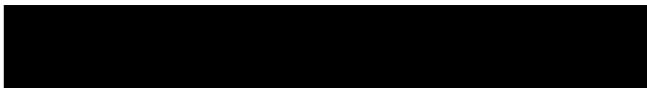**5.4.   Information System Proposal – Corporate-wide On call Schedule**
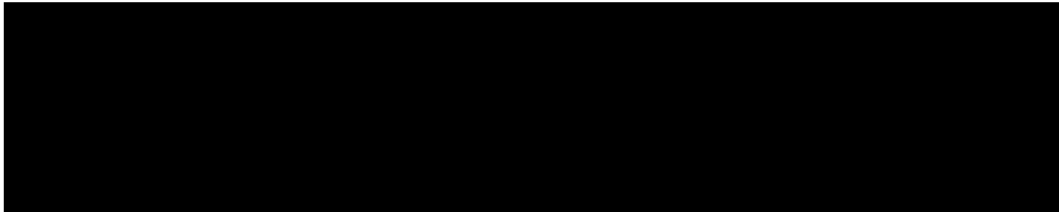
6.   Other Business

6.1.   Work-from-Home Proposal

6.2.   PACS Tender

6.3.   Remote Access to Meditech – Physicians