

Patient Consent to be Contacted for Research

At the Kingston General Hospital (KGH) and the Hotel Dieu Hospital (HDH) the personal health information of patients is protected. This includes information such as name, address, date of birth, health history, records of visits to both hospitals, diagnostic, imaging and laboratory results, and the care that was received during these visits. Both hospitals use the personal health information for research, fundraising, and patient satisfaction surveys.

Researchers and research staff wishing to contact patients (in person, in writing, by email, fax, telephone, text) must first verify in the KGH/HDH Patient Care System (PCS) Database that patients have not withdrawn their consent to be contacted for research, fundraising, and/or patient satisfaction surveys. To verify this information, researchers and research staff can use one of the following steps, depending on your computer workstation:

Option 1:

- 1) Log onto the PCS Database using your personalized username and password;
- 2) Search the name of the patient that you wish to contact and open up their medical record;
- 3) Located either within the top bar or sidebar of your screen, find the "Other Review" category, and click/double-click on "View Demographics";
- 4) Under "CPR Registration-Chart View" choose Option #4 by clicking/double-clicking on "Patient Flags";
- 5) Look under the category "Withdrawal of Consent": as long as there is a "NO" next to the category of "Research", then researchers and/or research staff may contact the patient to inquire about their interest to participate in their research project.

Option 2:

- 1) Log onto the PCS Database using your personalized username and password;
- 2) Search the name of the patient that you wish to contact and open up their medical record;

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- 3) Located either within the top bar or sidebar of your screen, find the “*Patient Records*” category, and click/double-click on “*Chart Review*”;
- 4) Under “*Chart Review Options*” choose Option #4 by clicking/double-clicking on “*Face Sheet*”;
- 5) Under “*Patient Care*” choose Option #3 by clicking/double-clicking on “*Reg/Visit Information*”;
- 6) Look at the space where choice #10 should be located – if you find two asterisks (**) is this location where #10 should be than the patient has not withdrawn consent to be contacted for Research but if the #10 is written there, click on it and view the date consent was withdrawn.

If during the contact the patient indicates that they would like to withdraw their approval for consent, please indicate that this request must be made in writing by completing a form from the KGH or HDH Registration Desk. On this form patients can indicate which category or all they wish to withdraw their consent to be contacted. If researcher, research staff and/or patients have any questions or concerns regarding personal health information and/or privacy, please contact:

Privacy Officer (KGH)
Patient Records & Registration
(613) 544-2631, ext 2567
(613) 544-4967 (fax)
privacy@kgh.kari.net

Chair, Queen’s University Health Sciences and
Affiliated Teaching Hospitals Research Ethics Board
(613) 533-6081
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