



Important Privacy Accountability

When using OCINet services you are acting as an agent of your organization and are subject to your organization’s privacy policies, mandatory privacy training, and obligations under PHIPA. This tip sheet provides OCINet-specific context only and does not replace your organization’s privacy training or requirements.

Using OCINet Systems and Services: What they are for

OCINet services include OCINet-operated diagnostic imaging repository (DIR) services, ENITS, and shared PACS.

OCINet systems enable authorized users to access diagnostic medical imaging to support patient care. These systems contain Personal Health Information (PHI) and must be used only for authorized, care-related purposes.

- Access is authorized through your organization
- Access is role-based
- Access is logged and subject to audit

When you May and May Not Access Patient Imaging

Permitted	Not Permitted
Providing care to a patient	Curiosity or personal interest
Supporting the provision of care (e.g., consultation, continuity of care)	Convenience or “just in case” access
Authorized care-related workflows	Training, research, quality review, or administrative purposes unless explicitly authorized

Access must be limited to the minimum amount of information necessary to perform your role.

Who is Responsible for What

Your Organization

- Authorizes and manages user access
- Provides privacy policies, procedures, and training
- Determines permitted purposes for access
- Investigates and manages privacy incidents or breaches impacting PHI involving OCINet systems; notifies OCINet when incident or breach impacts other participants.

OCINet

- Operates and controls OCINet systems
- Implements technical safeguards and access controls
- Performs some user provisioning and system audit activities
- Supports participants with privacy incident or breach investigations

Privacy protection relies on shared responsibility, with distinct roles and responsibilities.

Protecting PHI During Use

- Use your own authorized user account only
- Access imaging only when required for patient care or care support
- Lock screens and log out when not in use

Questions or Concerns? Contact Your Privacy Office

If you are unsure whether access, use, or disclosure is permitted, pause before proceeding and contact your organization’s Privacy Office. Suspected privacy incidents must be reported immediately to your organization’s Privacy Office, following your organization’s procedures. Your organization will coordinate with OCINet as required.



OCINet Privacy Awareness Tip Sheet

For Authorized Users of OCINet Diagnostic Imaging Services