

Glossary of Terms

You may see the following terms as you implement and use an electronic medical record (EMR).

Term	Acronym	Definition
Access. Improvement. Measure.	AIM	An Alberta project that provides physicians and clinics with resources to improve patient care and update office practices to enhance efficiencies.
Administrative Safeguards		Policies and procedures in place to safeguard health information. For example, the requirement that all clinic staff and affiliates review clinic policies and procedures and sign an oath of confidentiality.
Affiliate		An individual employed by a custodian; a person who performs a service for the custodian as an appointee, volunteer or student under a contract or agency relationship with the custodian; and a health services provider who has the right to admit and treat patients at a hospital as defined in the <i>Hospitals Act</i> . Source: Health Information Act Guidelines and Practices Manual 2011, pg. 16
Alberta Health		The ministry of the Alberta Government responsible for administering the Alberta healthcare system. Formerly known as Alberta Health and Wellness.
Alberta Health Services	AHS	The provincial health authority responsible for overseeing the planning and delivery of health supports and services to Albertans.
Alberta Medical Association	AMA	A professional association of physicians in Alberta.
Alberta Netcare		A shared electronic health information system that aggregates information from various systems/sites and presents it in a clinician-friendly manner. Known as Alberta's Electronic Health Record (EHR), it gives authorized users timely access to accurate, region-wide, patient-centered data to support clinical care.
Applicant		A person who makes a request for access to a record (as defined in the <i>Freedom of Information and Privacy Act</i>).
Application Service Provider Model	ASP	Hosting of an EMR from an approved central data centre. Data and EMR application software are hosted offsite and not within the clinic.
Archiving		In the context of medical records, the preservation of records or primary documents that a physician has accumulated and which have enduring medical-legal significance. Archives must be maintained as per guidelines under the College of Physicians & Surgeons of Alberta.
Assessment/ Treatment		The encounter/care event that takes place between the provider and the patient; it may or may not occur in person.
Audit		A financial, clinical or other formal or systematic examination or review of a program, portion of a program or activity. Source: <i>Health Information Act</i> , Section 1(1)(c)
Authentication		The process of determining, with a sufficient degree of reliability, the source of certain data and possibly the identity of the data source.
Authority		The official power given to someone to do something. Administrative bodies are limited to acting within the scope of the official powers or authority given to them by law. In many access and privacy laws, public bodies are permitted to collect, use or disclose personal information if they have the lawful authority to do so.
Authorized Representative		Any person who can exercise the rights or powers conferred on an individual under applicable privacy legislation. This includes the right of access to an individual's health information and the power to provide consent for disclosure of such information.
Authorized Use		To apply health information to a particular purpose. The two most common uses of health information are to provide a health service or to determine eligibility to receive a health service. Health information may also be used to conduct research and investigations and to teach and manage internal operations.

Term	Acronym	Definition
Billing		The recovery of costs for medical care that takes place within the physician office, clinic or primary care network setting.
Business Continuity Plan	BCP	A detailed plan that identifies resources and strategies an organization can activate to recover within a predetermined time from unwanted events that partially or completely disrupt critical functions.
Business Plan		A document submitted by participating physicians and the health authority detailing the organizational structure, operational plan and financial plan of a clinic or proposed primary care network.
Care Planning		The specific, separate documentation of course of care that relates to patient care. May also be called a care plan flow sheet.
Claims Assessment System	CLASS	The processing and control system for all healthcare-related claims for insured services provided through the Alberta Health Care Insurance Plan.
Clinic Practice Agreement	CPA	An agreement that documents the arrangements between two or more physicians who share practice space and which should include an exit clause that outlines what happens (including financial implications) if a physician leaves the practice. (An exit agreement clause may also be included in the agreement between the physician and vendor.)
Clinical Best Practice Guidelines		Any clinical guidelines that the user wishes to adopt to automate their processes. These can include recommendations from associations, physician societies, organizations, regions, etc.
Collection		To gather, acquire, receive or obtain health information. Source: <i>Health Information Act</i> , Section 1(1)(1)(d)
College of Physicians & Surgeons of Alberta	CPSA	The governing and licensing body for physicians and surgeons working in Alberta.
Community of Practice	CoP	A group of practices that collaborate to improve services to a shared patient population. This group or service area may share a physical building or be located across a community. Source: Physician Information Technology Office, British Columbia
Confidential Source		An individual who supplies health information to a custodian on the assurance that his or her identity will remain secret.
Confidentiality		A trust relationship between a person supplying information and the individual or organization collecting it. This relationship is built on assurance that information will only be used or disclosed to authorized persons or to others with the individual's permission. Protecting confidentiality of health information implies that individually identifying health information is concealed from all but authorized parties. Source: <i>Health Information Act Guidelines and Practices Manual 2011</i> , pg. 134
Consent		An individual's permission to have his or her information collected, used or disclosed to someone else. When consent is given, it must be documented, given for a specific purpose and duration, freely obtained and informed.
Consult/Referral		A request from one practitioner that another practitioner render a service with respect to a specific patient.
Context-Based Access Rights		Access to an application determined by the role of the user and other criteria including but not limited to where the user is connecting from, the workstation location, the time of day and if the connection is encrypted. For example, a physician who logs into an EMR from within the clinic may have different access rights than if he or she logged in remotely from home. Some clinic staff may not have access from outside the clinic.
Core Provider		Within a primary care network, a family physician who provides primary care services. Nurse practitioners may be included as core providers when approved as such by the Primary Care Initiative Committee on a case-by-case basis. Core providers can be registered as a core provider with only one primary care network. Core providers generate encounters and enrolments for the purpose of determining primary care network per capita funding.

Term	Acronym	Definition
Custodian		<p>A health services provider, individual, board, panel, agency, corporation or other entity designated as a custodian in the <i>Health Information Act</i> (HIA) or regulations, responsible for compliance with the HIA. Custodians under the HIA include:</p> <ul style="list-style-type: none"> • Physicians and surgeons • Pharmacists • Optometrists • Opticians • Chiropractors • Midwives • Podiatrists • Denturists • Ambulance operators • Registered nurses • Dentists and dental hygienists • Hospital boards • Provincial health boards • Alberta Health <p>Source: <i>Health Information Act</i>, Section 1 (1) (f)</p>
Dashboard		A user interface that organizes and presents information in a way that is easy to view and usually customizable.
Data Migration		The process of moving a significant volume of data elements from one physician office system to another, often in an effort to maintain the continuity of care.
Diagnostic Code		An element of a coding system used to group and identify diseases, disorders, symptoms and medical signs. Codes are also used to measure morbidity and mortality rates.
Diagnostic Imaging	DI	The medical imaging resulting from the process by which physicians evaluate an area of the patient's body that is not visible by an external examination, for example, X-ray, ultrasound, magnetic resonance imaging and computed tomography.
Disclosure		The act of revealing, showing, providing copies, selling, giving or relaying the content of health information by any means to any person or organization.
Doctor-Patient Relationship		A relationship existing between a physician and patient based on the physician's capacity to maintain a professional rapport with patients, uphold patients' dignity and respect their privacy.
Electronic Health Record	EHR	<p>A comprehensive collection of personal health information of a single individual entered and stored electronically. Alberta's Electronic Health Record is a health information network that links community physicians, pharmacists, hospital staff and other authorized health care professionals across the province.</p> <p>For more information see www.albertanetcare.ca.</p>
Electronic Medical Record	EMR	An electronic information record of clinical encounters maintained by a healthcare provider in an EMR solution.
Electronic Patient Record	EPR	An EMR created and maintained by Alberta Health Services. This record is distinct from EMRs created by primary care providers or specialists. It is also distinct from the provincial electronic health record.
Encounter		The contact between a patient and a healthcare provider, occurring at a given time and place, where one or more services or products are provided to maintain or restore the patient's health.
Encryption		Transforming data into a format that cannot be read unless a specific key is used to reverse the process. One of its purposes is to ensure privacy by keeping information hidden from anyone for whom it is not intended.
ePrescribe		An electronic prescription system that is "signed" electronically by an authorized prescriber and validated against the medication profile for the patient. The electronic prescription is held securely in a provincial electronic health record repository and is accessible for retrieval by any authorized dispenser in Alberta.
Equipment and Facilities Management		The business processes used in interaction and oversight of the equipment involved in the diagnosis, treatment and monitoring of patients. Equipment can either be stationary or mobile. Facility refers to the physical (clinic) site and its parts.
eReferral		A subset of patient data suitable for communications between primary healthcare practitioners and other healthcare providers for the purpose of sharing patient care information through an EMR. eReferral product capabilities support the inter-clinic workflow between a referring physician and a referred-to physician.

Term	Acronym	Definition
Exit Agreement Clause		In reference to an EMR, a clause contained within a contract between a physician/clinic (vendor agreement) or in a clinic practice agreement that outlines how EMR fees are impacted when a physician joins or leaves a clinic.
Explicitly Confidential		Written or other documentary evidence that indicates the information is kept confidential.
Expressed Wish		Instructions given by a patient to a health services provider in regard to disclosures of their health information. This request must be documented and considered before subsequent disclosures of information.
Facility ID Number		Identifying number assigned by Alberta Health to a registered healthcare facility.
Family Physician/ General Practitioner	GP	A medical professional licensed as a family physician or general practitioner with the College of Physicians & Surgeons of Alberta.
Fee-for-Service		A method of payment to physicians where established fees are associated with a Schedule of Medical Benefits.
Fob		A device or token that is used to create a second factor for authenticating a user to a network. The fob can either physically connect to the computer (a USB key) or can generate a pass code (a number or combination of alphabetical and numeric values) that must be entered at the time the user logs into the network. See also Two-Factor Authentication.
<i>Freedom of Information and Protection of Privacy Act</i>	FOIP or FOIPP	An Alberta statute with regulations that establish the rules by which public bodies are made accountable to the public for maintaining access to records and protecting the personal privacy of individuals.
General Practitioner/Family Physician	GP	A medical professional licensed as a family physician or general practitioner with the College of Physicians & Surgeons of Alberta.
H-Link		An electronic claim submission/billing method that connects computers to the Alberta Health mainframe.
H-Number		File numbers assigned by the Office of the Information and Privacy Commissioner of Alberta when a privacy impact assessment (PIA) is submitted as required by the <i>Health Information Act</i> (HIA). It consists of the letter H, which indicates the HIA is applicable to the PIA, followed by four numbers. Physicians should track their PIA H-number and the date of acceptance as a reference. Clinics that do not have an H-number cannot be connected to Netcare.
Healthcare Provider		A physician or other licensed individual who delivers healthcare services.
Health Information		One or both of the following: 1. Diagnostic, treatment and care information 2. Registration information or both <i>Source: Health Information Act, Section 1(1)(k)</i>
<i>Health Information Act</i>	HIA	An act of the Alberta legislature governing an individual's right to request access to health records in the custody or under the control of the custodians, while providing custodians with the framework within which they must conduct the collection, use and disclosure of health information. The act also covers the actions of affiliates.
Health Information Management		The management of patient registration information and records.
Health Service Code		A unique identification code assigned by Alberta Health to each service and procedure listed in the Schedule of Medical Benefits.
Health Workforce Planning		Human resources planning.
Implicitly Confidential		Where both parties understand the confidentiality even though there may be no actual statement, written agreement or other physical evidence of the understanding.
In Confidence		Situation of mutual trust in which privacy matters are related or reported.
Individually Identifying Information		The identity of the individual who is the subject of the information can be readily ascertained from the information. <i>Source: Health Information Act, Section 1(1)(p)</i>

Term	Acronym	Definition
Information Manager		<p>Person or body that stores or provides one or more of the following services and functions:</p> <ul style="list-style-type: none"> • Processes, stores, retrieves or disposes of health information • Strips, encodes or otherwise transforms individually identifying health information to create non-identifying health information (in accordance with the regulations) • Provides information manager or information technology services <p>Examples include EMR vendors, shredding companies, IT services companies, transcription services companies or anybody who encodes or modifies health information.</p>
Information Manager Agreement	IMA	<p>The legal contract between a custodian/trustee and a vendor hired to provide information management services. It establishes the roles, expectations and accountabilities of each of the parties toward the information in their custody and under their control. Information manager agreements (IMAs) are a legislative requirement under several health information acts. The acts impose obligations on custodians/trustees, which may include health facilities, health professionals and government bodies, for the collection, use, disclosure safeguarding, retention and destruction of personal health information. The IMA extends these obligations to information managers ensuring that personal health information remains protected.</p> <p>The <i>Health information Act</i> requires IMAs to contain clauses that address the following (note: this list is not exhaustive):</p> <ul style="list-style-type: none"> • Services to be provided by the information manager to the custodian • The information manager's authority to collect, use or disclose specific kinds of health information provided by the custodian • Responsibilities of the information manager under this agreement • Indemnity and Hold Harmless – the information manager's accountability for all requirements identified in this agreement • Policies and procedures to protect health information • Term and termination of the agreement <p>Source: <i>Health Information Act</i>, Section 66(2) Health Information Regulation, Section 7.2</p>
Information Sharing Agreement	ISA	<p>In the context of EMR implementations, the legal contract between clinic organizations and EMR vendors that defines the data stewardship rules and processes to which the parties have agreed. It establishes the roles, expectations and accountabilities of each of the parties in their stewardship of the medical information in their custody.</p> <p>The information sharing agreement (ISA) represents the operational application of health policy by physicians, and is a major determinant for the structure and processes in EMR deployments and other medical record initiatives.</p> <p>According to the College of Physicians & Surgeons of Alberta key elements of an ISA include:</p> <ul style="list-style-type: none"> • Identification of the needs and objectives of the key stakeholders • Principles that guide the development and maintenance of the agreement • Details of the information uses and disclosures • Details of the products and services available • Transition services (entering and exiting the agreement) • Record retention and access • Definition of the service levels • Roles and responsibilities of each party to the agreement • Financial and legal terms • Governance and administration processes (including the makeup of the governing body and the dispute resolution process)
Information Sharing Framework	ISF	<p>An arrangement between Alberta Health Services (AHS), the Alberta Medical Association and members of AHS medical staff (participating physicians) that will help guide issues pertaining to the management, security requirements and professional responsibilities relating to shared EMRs in the ambulatory environment. The information sharing framework fulfills professional responsibilities set out by the College of Physicians & Surgeons and provincial legislation, and enables a shared EMR. Under the information sharing framework (ISF) participating physicians become custodians of health information with AHS and Covenant Health. Defined services (for example, disclosure of health information to third parties) that have traditionally been completed exclusively within physician practices will now be managed through a common central service of which AHS is assigned the "Information Manager."</p>

Term	Acronym	Definition
Integrated Clinical Working Group	ICWG	A working group composed of clinical representatives including physicians, pharmacists, nurses, laboratory technicians, clinic managers and representatives from primary care networks and Alberta Health Services. It facilitates clinical perspectives, expertise and advice for all Alberta Electronic Health Record initiatives and focuses on usability, safety, efficiency and clinical workflow issues. POSP facilitated the ICWG sub-group EMR Evolution, Integration and Release Planning Subgroup (EEIRP).
Interception		Unauthorized individuals inadvertently or through use of deceptive techniques interrupt flow or transmission of information to gain access to health information.
Interoperability		The ability of different information systems to meaningfully exchange information in a timely manner, either within the same network or across dissimilar networks (usually standards-based).
Legal Authority		Statute or regulation of Alberta or Canada that expressly authorizes collection of information, or Section 20(b) of the <i>Health Information Act</i> which authorizes collection of individually identifying health information if that information relates directly to, and is necessary to enable the custodian to carry out, a purpose that is authorized under Section 27 of the Act.
Local Install		Hosting an EMR within a clinic; typically the server that contains the EMR is kept in a server room within the clinic.
Locum		A licensed physician who substitutes for a clinic's regular physician who may be away for a period of time.
Malware		Software designed to infiltrate a computer without the user's informed consent, including computer viruses.
Masking Health Information		Hiding health information in an EMR as requested by a patient. The information can subsequently be unmasked by health services providers who need to view it and such action is logged.
Medication Management		Prescribing and actions that promote the safe and effective use of medications that help patients to achieve the targeted outcomes from medication therapy.
Milestones		Defined points in time that mark progress or completion of a task, process or circumstance.
Non-Identifying Information		The identity of the individual who is the subject of the information cannot be readily ascertained from the information. Source: <i>Health Information Act</i> , Section 1(1)(r)
Non-Profit Corporation	NPC	A corporate legal entity, incorporated under Part IX of Alberta's <i>Companies Act</i> , which may be used by physicians participating in a primary care network. The non-profit corporation contracts with individual participating physicians and other healthcare providers to provide the service responsibilities the primary care network committed to in its approved business plan.
Office of the Information and Privacy Commissioner (of Alberta)	OIPC	An office established in 1995 to assist the Commissioner to fulfill a mandate under the <i>Freedom of Information and Protection of Privacy Act</i> . In 2001, the Commissioner's jurisdiction expanded to include regulatory responsibilities for the <i>Health Information Act</i> . In January 2004, the Commissioner was given oversight responsibilities for the <i>Personal Information Protection Act</i> .
Operations Management Category		Represents process areas that are specific to the operational and managerial aspects of a physician office.
Order Set		The prefilled ordering template or electronic protocol that is derived from evidence-based best practice guidelines.
Ordering and Receiving DI		The ordering of diagnostic imaging tests and the receipt of the results.
Ordering and Receiving Labs		The ordering of lab tests and the receipt of the results.
Other Healthcare Provider		Healthcare professionals, other than physicians, who are either regulated as members of professions included in the Health Professions Act (for example, nurse or psychologist), or not regulated (for example, health aide or continuing care worker).
Patient		An Alberta resident who receives or is entitled to receive insured healthcare services.
Patient Care Processes		The process areas that are specific to patient encounters.
Patient Rostering or Paneling		The assignment of a patient to a specific provider.

Term	Acronym	Definition
Personal Health Number	PHN	A unique identification number given to every patient covered under the Alberta Health Care Insurance Plan.
<i>Personal Information Protection Act</i>	PIPA	The act that protects individual privacy by requiring, in most cases, private sector organizations to obtain consent for the collection, use and disclosure of personal information, and provides individuals with a right of access to their own personal information.
Pharmaceutical Information Network	PIN	An information management system that links physicians, pharmacists, hospitals and other authorized healthcare providers, giving them confidential access to patient medication histories, equipping them with decision-support tools for prescribing, dispensing and enabling electronic prescriptions.
Physical Safeguards		Physical measures to protect health information from unauthorized access. For example, locked filing cabinets that contain health information, locked doors to patient record rooms, perimeter security alarm systems, fire alarms and sprinklers.
Physician On-Call Program	POCP	A program to allow provision of emergency on-call services required by the health authority. The program remunerates specialists and rural general practitioners for providing eligible on-call services in Alberta.
Population Care Processes		Represents process areas that are specific to the management of the patient population within a specific practice setting.
Practice Management Program	PMP	A program created as part of the 2003 Primary Care Initiative Agreement to develop tools, support materials and services for physicians who are developing primary care networks. The program assists physicians with issues such as group formation, practice governance, relationships, taxation, financial projections, liability and other issues related to forming a primary care network.
Practitioner		A physician or other licensed individual who provides healthcare services.
Practitioner ID	PRAC ID	An identifying number assigned to each practitioner registered with the Alberta Health Care Insurance Plan for claim processing, reporting and payment purposes. Prac IDs are nine numeric characters long — a four-digit set and a five-digit set, separated with a dash (#### - #####).
Preliminary Site Assessment	PSA	An onsite initial visit completed by an EMR vendor that provides a clearer understanding of clinic site conditions as part of preparations for ordering equipment and pre go-live set up.
Preventative Screening		The proactive patient screening for disease and other possible ailments.
Pricing		The contracted amount between the EMR vendor and the physician clinic for provision of the EMR.
Primary Care		The first level of contact individuals have with the healthcare system, constituting the first element of a continuing healthcare process.
Primary Care Initiative	PCI	An initiative that supports and funds physician groups and the health authority in the creation of primary care networks to jointly provide comprehensive primary healthcare services to a defined population of patients, including linking patients to specialist services.
Primary Care Network	PCN	A contractual arrangement between a participating group of physicians and the health authority who act together to fulfill defined primary care service responsibilities.
Privacy		<p>In the context of healthcare privacy, the right of an individual to be able to control access to as well as the collection, use and disclosure of his/her information. Privacy refers to how health information is protected from external sources and how it is monitored to control access as well as the collection, use and disclosure of patient health information. Privacy is part of the framework of legislated human rights in Canada that helps perpetuate a free and democratic society. In general, it can be defined as the right to be free from surveillance and to determine whether, when, how, and to whom one's personal or organizational information is to be used and disclosed.</p> <p>Privacy can be divided into four specific categories</p> <ol style="list-style-type: none"> 1. Privacy of the person 2. Privacy of personal behaviour 3. Privacy of personal communications 4. Privacy of personal data
Privacy Breach		In general terms, a violation of a privacy rule. In the context of healthcare privacy, any unauthorized access, collection, use, disclosure, loss or destruction of health information protected under the <i>Health Information Act</i> , or other information protected under other Acts.

Term	Acronym	Definition
Privacy Impact Assessment	PIA	A due diligence exercise in which a custodian responsible for collecting, using and disclosing health information identifies, analyzes and addresses potential privacy risks that may occur in the course of a clinic's operations. PIAs assist custodians in reviewing the impact that new programs, systems and practices may have on individual patient privacy and ensuring that changes are evaluated to be compliant with the <i>Health Information Act</i> .
Privacy Officer		An individual who is a custodian or an affiliate and who is designated to be responsible for: <ul style="list-style-type: none"> • Developing and maintaining privacy policies and procedures regarding access, collection, use, disclosure, safeguarding and retention of health information. • Ensuring individuals working at or for a clinic are aware of their obligations. • Monitoring ongoing compliance with the <i>Health Information Act</i>. • Acting as a primary point of contact for patients and other organizations like the Office of the Information and Privacy Commissioner or other regulatory bodies.
Provincial Organization Readiness Assessment	pORA	The Alberta Health-managed assessment of the ability of a clinic to protect the security of provincial health information databases for which health service providers are seeking access. It is an assurance that the clinic is able to provide sufficient security to meet the requirements of the <i>Health Information Act</i> .
Pseudonymous Key		A set of numbers and/or characters assigned to a record to conceal the identity of the individual.
Record		Information in any form, including notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers, papers and any other information that is written, photographed, recorded or stored in any manner. Does not include software or any mechanism that produces records. Source: <i>Health Information Act</i> , Section 1(1)(t)
Referral		A request from one practitioner that another practitioner render a service with respect to a specific patient.
Registered Facility		Each physical building registered with Alberta Health where delivery of healthcare services is provided on a regular or routine basis. Registered facilities are further defined by designated functional centres, for example, an examination room or diagnostic imaging site.
Registration and Attachment		The registration of a patient, typically to obtain demographics; attachment refers to the assignment of a particular patient to a specific provider.
Revocation of Consent		Taking away the authority for the consent. Source: <i>Health Information Act Guidelines and Practices Manual 2011</i> , pg. 221
Role-Based Access		A system by which EMR users are grouped by functional area and provided access to the EMR based on the user's role.
Role-Based Access Rights		Access rights provided to an EMR system based on the user's role. For example, physician access will differ from someone who is assigned receptionist or medical office assistant access.
Schedule of Medical Benefits		A list of insured physician services that contains general rules, as well as the procedure list, price list and fee modifier definitions. Used in the operation of the Alberta Health Care Insurance Plan, it is prepared and published by Alberta Health and approved by the Minister in accordance with the <i>Alberta Health Care Insurance Act</i> .
Scheduling		Patient scheduling.
Security		How the EMR is structured to ensure that the right provider has the appropriate access to patient information. Health information security means protecting the health information from unauthorized access, use or disclosure.
Service Recipient		A person who receives healthcare services.

Term	Acronym	Definition
Shared Care		The provision of care including: <ul style="list-style-type: none"> • Mutually respectful relationships among individuals and professionals involved in providing and receiving medical care. • The participation of more than one medical professional (for example, family physician and specialist). • Formally established relationships between physicians (family physicians and specialists) and other healthcare professionals that facilitate information flow especially concerning patients with ongoing health issues. • Optimized scope of practice of each healthcare professional. • Formalized clinical pathways for chronic disease management and short-term referrals. • A focus on patient/family care needs rather than professional scope of practice. • The building of capacity/competency for care as close as possible to the patient home. • Optimized patient capacity for self-care and involvement in the decisions that affect them.
Single Sign-On	SSO	A method of access control that enables a user to authenticate once to gain access to the resources of multiple software systems.
Smart Tools		Data entry tools (checklists, pick lists, templates).
Systematized Nomenclature of Medicine Clinical Terms	SNOMED CT	A dynamic, scientifically-validated clinical healthcare terminology and infrastructure that makes healthcare knowledge more usable and accessible. The Systematized Nomenclature of Medicine Clinical Terms core terminology provides a common language that enables a consistent way of capturing, sharing and aggregating health data across specialties and sites of care.
System-to-System	S2S	The transfer of data between two systems. S2S is significant to future electronic health record integration points and interoperability between EMRs, the Pharmaceutical Information Network and pharmacy systems.
Tagging		The assignment of keywords and/or search terms to an attached document within the EMR.
Technical Safeguards		Technology and the policy and procedures that protect electronic health information and control access to it. For example, using encryption to secure information on mobile devices and servers.
Templates		A standard form with pre-defined fields that can be generic or user-customized.
Temporary Access Delegation		An account privilege type in which the user is temporarily allowed access to another user's account.
Toward Optimized Practice	TOP	A health quality improvement initiative started through the Master Agreement with a mandate to support quality in physician practices. Note: Formerly the Alberta Clinical Practice Guidelines Program and Best Practices Initiative.
Transfer of Patient Data	ToPD	The process of moving patient data from an existing EMR to a new EMR. The Health Information Standards Council of Alberta has identified over 300 data elements in a medical summary that support the continuity of patient care. ToPD is the format used to transfer the medical summary into the new EMR.
Treatment/Assessment		The encounter/care event that takes place between the provider and patient; it may or may not occur in person.
Two-Factor Authentication		A means of verifying a user has permission to access a network by using two criteria (factors) at the same time, one being something you have, such as a fob or a fingerprint, and the second being something only you know, such as a password. Note: A user ID is not considered a factor; therefore, a user ID with a password is not considered a two-factor authentication.
Unattached Patient		A patient who does not have an established relationship with a family physician or general practitioner.
Unauthorized Access		Occurs when affiliates have access to health information that they do not need to see or handle in the course of their duties. It also refers to situations where members of the public gain access to an individual's health information through accidental disclosure or surreptitious means. Source: Health Information Act Guidelines and Practices Manual 2011, pg. 137

Term	Acronym	Definition
Unauthorized Collection		<p>Occurs when individually identifying health information is collected, acquired, received or obtained by any means for purposes that are not allowed under Section 20 of the <i>Health Information Act</i> (HIA). Section 20 authorizes collection if it is expressly authorized by an act or regulation of Alberta or Canada or if the information relates directly to and is necessary for the custodian to carry out a purpose authorized under Section 27 of the HIA.</p> <p>Note: Section 27 of the HIA identifies the authorized purposes for which custodians are allowed to use health information.</p> <p>Source: Health Information Act Guidelines and Practices Manual 2011, pg.138</p>
Unauthorized Disclosure		<p>Refers to the act of revealing, showing, providing copies, selling, giving or relaying the content of health information in ways that are not permitted under Sections 35 to 40, 46, 47 or 53 of the <i>Health Information Act</i> (HIA).</p> <p>Note: Sections 35 to 40, 46, 47 and 53 of the HIA identifies authorized purposes for which custodians are allowed to disclose health information.</p> <p>Source: Health Information Act Guidelines and Practices Manual 2011, pg. 138</p>
Unauthorized Modification		<p>May occur unintentionally or intentionally through malicious code, forgery or the wrongful addition of information to a record containing health information.</p> <p>Source: Health Information Act Guidelines and Practices Manual 2011, pg. 138</p>
Unauthorized Use		<p>Use of health information for purposes that are not authorized under Section 27 of the <i>Health Information Act</i> (HIA).</p> <p>Note: Section 27 of the HIA identifies the purposes for which custodians are allowed to use health information.</p> <p>Source: Health Information Act Guidelines and Practices Manual 2011, pg. 138</p>
Use of Health Information		<p>To apply health information for a purpose, including reproduction of the information. Accessing information available through Alberta Netcare is considered a use, not a collection.</p> <p>Source: <i>Health Information Act</i>, Section 56.5(2)</p>
User-Based Access Rights		<p>Access to an EMR is based on the identity of the user. For example, Jane Doe is assigned access to the EMR based on her identity as Jane Doe.</p>
User Group		<p>A defined group in an EMR that has a defined set of permissions within it. Users are assigned to the appropriate user group based on their role within a clinic. For example, the Physician User Group in the EMR is typically assigned to physicians within a clinic. It has a defined set of permissions that enable physicians to access functionality they require to complete their day-to-day responsibilities, such as billing, updating patient charts, creating task lists and accessing physician schedules.</p>
Vendor Non-Disclosure Agreement	VNDA	<p>An agreement that outlines the administrative, physical and technical mitigation strategies to consider when personal or health information is made accessible to non-clinic employees that are providing a specific service to the clinic.</p>
Virtual Private Network	VPN	<p>A computer network that uses a public telecommunication infrastructure such as the Internet to provide users secure access to their organization's network through the use of data encryption technology.</p>