

## Designated ROI Officers for the Release of Records

### North Island Sites – Health Records

Location where care received	Program Area / Care Services received	Contact Information
<b>Alert Bay</b> <ul style="list-style-type: none"> <li>Cormorant Island Health Centre</li> </ul> <b>Port Alice Health Centre</b> <b>Port McNeill Hospital</b> <b>Port Hardy</b> <ul style="list-style-type: none"> <li>Port Hardy Hospital</li> <li>Eagle Ridge Manor</li> </ul>	<b>Acute Care</b> <i>Most Hospital Services and Health Records</i> <b>Child, Youth &amp; Family Care</b> <b>Residential Care</b> <b>Senior's Health</b> <b>Home &amp; Community Care</b> <i>Including Home Support</i> <b>Public Health</b> <b>Nursing Centre Care</b>	<b>Health Records Department</b> Port Hardy Hospital 9120 Granville Street Port Hardy, BC V0N 2P0 Phone: 250.902.6027 Fax: 250.902.6030 Email: <a href="mailto:FOIPHH@islandhealth.ca">FOIPHH@islandhealth.ca</a>
<b>Port McNeill</b> A'ekakila'as Port McNeill Primary Care Clinic	<b>Mental Health and Substance Use (MHSU)</b> <i>Outpatient Services</i>	See CVH below
<b>Mt. Waddington</b>	<b>Mental Health and Substance Use (MHSU)</b> <i>Outpatient Services</i>	See CRG below
<b>Campbell River</b> <ul style="list-style-type: none"> <li>North Island Hospital - Campbell River General (CRG)</li> <li>Yucalta Lodge</li> <li>Gold River Health Centre / Tahsis Health Centre</li> <li>Sayward Primary Healthcare Clinic</li> <li>Community Program-Home Care-NI</li> <li>Continuing Health Services-NI</li> </ul>	<b>Acute Care</b> <i>Most Hospital Services and Health Records</i> <b>Child, Youth &amp; Family Care</b> <b>Residential Care</b> <b>Senior's Health</b> <b>Home &amp; Community Care</b> <i>Including Home Support</i> <b>Public Health</b> <b>Nursing Centre Care</b> <b>Mental Health and Substance Use (MHSU)</b> <i>Outpatient Services</i>	<b>Health Records Department</b> Campbell River & District Hospital 375-2nd Avenue Campbell River, BC V9W 3V1 Phone: 250.286.7100 ext. 67249 Fax: 250.286.7124 Email: <a href="mailto:FOICRG@islandhealth.ca">FOICRG@islandhealth.ca</a>
<b>Courtenay/Comox Valley</b> <ul style="list-style-type: none"> <li>North Island Hospital – Comox Valley Hospital (CVH)</li> <li>St. Joseph's General Hospital</li> <li>Cumberland Lodge</li> <li>Glacier View Lodge</li> <li>Mountain View Residential Care</li> <li>Hornby Island Medical Clinic</li> </ul>	<b>Acute Care</b> <i>Most Hospital Services and Health Records</i> <b>Child, Youth &amp; Family Care</b> <b>Residential Care</b> <b>Senior's Health</b> <b>Home &amp; Community Care</b> <i>Including Home Support</i> <b>Public Health</b> <b>Nursing Centre Care</b> <b>Mental Health and Substance Use (MHSU)</b> <i>Outpatient Services</i>	<b>Health Records Department</b> Comox Valley Hospital (CVH) 101 Lerwick Road Courtenay BC V9N 0B9 Phone: 250.331.5900 Ext. 65519 FAX: 250.331.8660 Email: <a href="mailto:FOICVH@islandhealth.ca">FOICVH@islandhealth.ca</a>

**Central Island Sites – Health Records**

Location Where Care Received	Program Area / Care Services Received	Contact Information
<p><b>Port Alberni</b></p> <ul style="list-style-type: none"> <li>West Coast General Hospital</li> <li>Westhaven</li> </ul> <p><b>Tofino and Ucluelet</b></p> <ul style="list-style-type: none"> <li>Community Mental Health</li> <li>Public Health offices</li> </ul> <p><b>Ucluelet</b></p> <ul style="list-style-type: none"> <li>Laboratory Services</li> </ul>	<p><b>Acute Care</b> <i>Most Hospital Services and Health Records</i></p> <p><b>Residential Care</b></p> <p><b>Home &amp; Community Care</b> <i>Including Home Support</i></p> <p><b>Mental Health, Community Mental Health &amp; Substance Use Services</b> <i>Both Inpatient and Outpatient Services including those in Ucluelet</i></p>	<p><b>Health Records Department</b> West Coast General Hospital 3949 Port Alberni Highway Port Alberni, BC V9Y 4S1 Phone: 250.731.1370 ext.48121 Fax: 250.724.8810 Email: <a href="mailto:FOIWCGH@islandhealth.ca">FOIWCGH@islandhealth.ca</a></p>
<p><b>Tofino</b></p> <ul style="list-style-type: none"> <li>Tofino General Hospital</li> </ul>	<p><b>Acute Care</b> <i>Most Hospital Services and Health Records</i></p> <p><b>Laboratory Services</b></p>	<p>See CVH above</p>
<p><b>Chemainus</b></p> <ul style="list-style-type: none"> <li>Chemainus Health Care Centre</li> </ul> <p><b>Ladysmith</b></p> <ul style="list-style-type: none"> <li>Ladysmith Community Health Centre</li> <li>Ladysmith Family Practice Clinic</li> </ul>	<p><b>Acute Care</b> <i>Most Hospital Services and Health Records</i></p> <p><b>Residential Care</b></p> <p><b>Continuing Care</b></p> <p><b>Home &amp; Community Care</b> <i>Including Home Support</i></p> <p><b>Public Health</b></p> <p><b>Mental Health &amp; Substance Use Services</b> <i>Both Inpatient and Outpatient Services</i></p>	<p>See CRG above</p>
<p><b>Nanaimo</b></p> <ul style="list-style-type: none"> <li>Nanaimo Regional General Hospital</li> <li>Dufferin Place</li> <li>Kiwanis Lodge</li> <li>Malaspina Gardens</li> <li>Wexford Creek</li> </ul> <p><b>Duncan</b></p> <ul style="list-style-type: none"> <li>Cowichan District Hospital</li> <li>Cowichan Lodge</li> <li>Cairnsmore Place</li> <li>CareBridge PCN-Cowichan Valley</li> <li>Kaatza Clinic</li> </ul>	<p><b>Acute Care</b> <i>Most Hospital Services and Health Records</i></p> <p><b>Residential Care</b></p> <p><b>Continuing Care</b></p> <p><b>Home &amp; Community Care</b> <i>Including Home Support</i></p> <p><b>Public Health</b></p> <p><b>Mental Health &amp; Substance Use Services</b> <i>Both Inpatient and Outpatient Services</i></p> <p><b>NRGH Pain Clinic</b></p>	<p><b>Health Records Department</b> Nanaimo Regional General Hospital 1200 Dufferin Crescent Nanaimo, BC V9S 2B7 Phone: 250.755.7691 ext. 53179 or 53056 Fax: 250.755.7659</p> <p>Nanaimo Email: <a href="mailto:FOINRGH@islandhealth.ca">FOINRGH@islandhealth.ca</a></p> <p>Duncan Email: <a href="mailto:FOICDH@islandhealth.ca">FOICDH@islandhealth.ca</a></p>

Location Where Care Received	Program Area / Care Services Received	Contact Information
<b>Parksville</b> <ul style="list-style-type: none"> <li>Oceanside Health Center</li> </ul>	<b>Services provided within Oceanside Health Centre</b> <ul style="list-style-type: none"> <li>Urgent Care</li> <li>Emergency Care</li> <li>Medical Imaging</li> <li>Primary Care (NP's)</li> </ul> [Laboratory Services provided by Life Labs]	See CVH above
<b>Parksville/Qualicum</b> <ul style="list-style-type: none"> <li>Trillium Lodge</li> <li>Stanford Place</li> </ul>	<b>Residential Care</b>  <b>Home &amp; Community Care</b> <i>Including Home Support</i>  <b>Public Health</b>  <b>Mental Health &amp; Substance Use Services</b> other than those provided at OHC	See NRGH above

**South Island Sites – Health Records**

Location Where Care Received	Program Area / Care Services Received	Contact Information
Royal Jubilee Hospital  Gorge Road Hospital (acute and LTC), Glengarry, Aberdeen, Mt. Tolmie, Priory, The Summit at Quadra Village  South Island Surgical Centre (previously View Royal Surgical)  Yates & Quadra Integrated Health Centre  James Bay Urgent & Primary Care Centre  North Quadra Urgent and Primary Care Centre  Downtown Victoria Urgent & Primary Care Centre  Health Point Care Centre (Hillside Ave)	<b>Acute Care</b> <i>Inpatient and Outpatient</i>  <b>Mental Health and Substance Use (MHSU)</b> <i>(Inpatient Services at RJH)</i>  RJH Pain Clinic  <b>Residential Care</b> <i>(limited sites)</i>  <b>Primary Care – NPs/Urgent Care</b>	<b>Health Records Department</b> Royal Jubilee Hospital 1952 Bay Street Victoria, BC V8R 1J8 Phone: 250.370.8549 ext. 18549 Fax: 250.370.8550 Email: <a href="mailto:FOIRJH@islandhealth.ca">FOIRJH@islandhealth.ca</a>

Location Where Care Received	Program Area / Care Services Received	Contact Information
<p><b>Saanich Peninsula Hospital</b></p> <p><b>Peninsula Nurse Practitioners</b></p>	<p><b>Acute Care</b> <i>Inpatient and Outpatient</i></p> <p><b>Primary Care - NPs</b></p>	<p><b>Health Records Department</b> Saanich Peninsula Hospital 2166 Mount Newton Cross Road Saanichton, BC V8M 2B2 Phone: 250.544.7676 ext: 23422 Fax: 250.652.7521 Email: <a href="mailto:FOISPH@islandhealth.ca">FOISPH@islandhealth.ca</a></p>
<p><b>Victoria General Hospital (VGH)</b></p> <p><b>Westshore Urgent Primary Care Centre (WUPCC)</b></p> <p><b>St. Anthony's Nurse Practitioners</b></p> <p><b>Gorge Road Hospital Urgent Primary Care Centre</b></p> <p><b>Camosun College Medical Imaging</b></p>	<p><b>Acute Care</b> <i>Inpatient and Outpatient</i></p> <p><b>Urgent Primary Care</b></p> <p><b>Primary Care - NPs</b></p>	<p><b>Health Records Department</b> Victoria General Hospital 1 Hospital Way Victoria, BC V8Z 6R5 Phone: 250.370.8111 ext. 15540 Fax: 250.727.4114 Email: <a href="mailto:FOIVGH@islandhealth.ca">FOIVGH@islandhealth.ca</a></p>
<p><b>Queen Alexandra Centre for Children (QAC)</b></p>	<p><b>Acute Care</b> <i>Inpatient and Outpatient</i></p> <p><b>Children, Youth, and Family Mental Health (CYFMS) Services</b> <i>Ledger House</i></p>	<p><b>Health Records Department</b> Queen Alexandra Centre for Children 2400 Arbutus Road Victoria, BC V8N 1V7 Phone: 250.519.6733 Fax: 250.519.6928 Email: <a href="mailto:FOIQAC@islandhealth.ca">FOIQAC@islandhealth.ca</a></p>
<p><b>Lady Minto / Gulf Islands Hospital (LMH)</b></p> <p>Lady Minto Residential Care</p> <p>Outpatient, Emergency &amp; Continuing Care</p>	<p><b>Acute Care</b> <i>Most Hospital Services and Health Records</i></p> <p><b>Continuing Care</b></p> <p><b>Residential Care</b></p>	<p><b>Health Records Department</b> Lady Minto / Gulf Islands Hospital 135 Crofton Road Salt Spring Island, BC V8K 1T1 Phone: 250.538.4806 Fax: 250.538.4807 Email: <a href="mailto:FOILMH@islandhealth.ca">FOILMH@islandhealth.ca</a></p>

## Designated ROI Officers for the Release of Records

<p><b>Salt Spring Island MHSU Salt Spring NPs Office</b></p>	<p><b>Mental Health and Substance Use (MHSU)</b> <i>Outpatient Services</i></p> <p><b>Nurse Practitioner (SSI NP)</b> <i>Primary Care</i></p>	<p><b>Health Records Department</b> Lady Minto / Gulf Islands Hospital 135 Crofton Road Salt Spring Island, BC V8K 1T1 Phone: 250.538.4806 Fax: 250.538.4807 Email: <a href="mailto:FOILMH@islandhealth.ca">FOILMH@islandhealth.ca</a></p>
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Location Where Care Received	Program Area / Care Services Received	Contact Information
<p><b>South Island Outpatient Mental Health and Substance Use Records</b></p> <p>General Psychiatry Services, Schizophrenia Services, Mood Disorders Services, Anxiety Clinic, Integrated Mental Health Crisis Response Team (EMHS)</p> <p>USTAT/Group Services, Developmental Disability Mental Health Team, Adult Addiction Outpatient Services, Withdrawal Management Services, Assertive Community Treatment (ACT) Team, Perinatal Mental Health Services, MHSU Outreach Teams, MHSU Housing &amp; Seven Oaks</p> <p><b>Residential psychiatry visits at</b> Glengarry, Aberdeen, Mt. Tolmie, Oak Bay Lodge, Priory/Heritage Woods (JDF), The Summit &amp; Quadra Village</p>	<p><b>Mental Health and Substance Use (MHSU)</b> <i>Outpatient Services</i></p>	<p><b>MHSU, Island Health South Island</b> 2328 Trent Street Victoria, BC V8R 4Z3 Phone: 250.370.8111 ext.12499 Fax: 250.519.1616 Email: <a href="mailto:FOIMHSU@islandhealth.ca">FOIMHSU@islandhealth.ca</a></p>
<p><b>South Island Health Units</b></p> <ul style="list-style-type: none"> <li>• Goldstream CHS</li> <li>• Esquimalt Health Unit</li> <li>• Victoria Health Unit</li> <li>• Saanich Health Unit</li> <li>• Gordon Head/Oak Bay CHS</li> <li>• Peninsula Health Unit</li> <li>• Salt Spring Island Health Unit</li> </ul>	<p><b>Community Health</b></p> <p><b>Community Health Services &amp; Home and Community Care</b> <i>Including Home Support and Seniors Outreach Team (SORT)</i></p> <p><b>Public Health</b></p> <p><b>Community Children, Youth, and Family Mental Health (CYFMS) Services</b> <i>Community Counselling services</i></p> <p><b>Excludes Nurse Practitioner requests</b></p>	<p><b>Island Health Corporate FOI Office</b> Information Stewardship, Access and Privacy 1952 Bay Street Victoria, BC V8R 1J8 Phone: 250.370.8585 Fax: 250.519.1908 Email: <a href="mailto:FOI@islandhealth.ca">FOI@islandhealth.ca</a></p>

**All Island Health**

Location of Records	Record Types	Contact Information
<p><b>All Island Health</b></p>	<p><b>Purchasing/Contracts</b></p> <p><b>Patient Care Quality Records</b></p> <p><b>Licensing Records</b></p> <p><b>Environmental Health Including Tobacco Control</b></p> <p><b>Finance Records</b></p> <p><b>Supplies/Equipment Service Contracts/Capital Equipment Purchases</b></p> <p><b>Other Corporate Records</b></p> <p><b>Employee Records (Payroll, Job Description, HR, Benefits, Occupational Health &amp; Safety)</b> <i>Please submit requests for employee records using our Employee Records Request Form available on our website</i></p> <p><b>Health Records for subsidized beds in contracted Residential Care sites</b> <i>Island Health is only able to obtain Health Records for subsidized beds in contracted Residential Care facilities. For Health Records for non-subsidized beds or for other records, please contact the contracted Residential Care site directly.</i></p>	<p><b>Island Health Corporate FOI Office</b> Information Stewardship, Access and Privacy 1952 Bay Street Victoria, BC V8R 1J8 Phone: 250.370.8585 Fax: 250.519.1908 Email: <a href="mailto:FOI@islandhealth.ca">FOI@islandhealth.ca</a></p>