

# Standard Operation Procedure for Participant Record Transfer

## Transferring youth records from a Foundry centre to the FoundryBC Virtual work and education services

- The IPS staff ensures that the youth signs an ROI (release of information) form or Records Release form prior to transferring their records to the virtual services team
- The IPS staff should contact Foundry virtual at [online@foundrybc.ca](mailto:online@foundrybc.ca) to notify them that they will be faxing the records
- IPS staff should fax a test cover sheet first to FoundryBC Virtual at 833-929-2547, confirm it was received, and then fax the records to FoundryBC Virtual

## Transferring youth records from one Foundry centre to another Foundry centre

- The IPS staff ensures that the youth signs an ROI (release of information) form or Records Release form prior to transferring their records to another Foundry centre
- Once the ROI form is signed, the IPS must contact the receiving centre and ask what their preferred method is for transferring medical records e.g., email or fax
- If they opt for fax, the IPS staff must ensure that there is a person on the other end that will collect the faxed documents. If they prefer emailing, the document must be attached to the email as password protected with no patient identifying information (name, date of birth, PHN) will be in the body of the email
- For both email and fax, it is recommended to first send a test or cover sheet to the fax number to ensure the number/email address is correct

