

# SPOKANE COUNTY FIRE DISTRICT 8

## Policy

**P10.05.02**  
**Personnel Medical Records**



Adopted: 10/14/2014

Board Chair: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Commissioner: \_\_\_\_\_

**Purpose:** To protect medical records received about District personnel in a confidential manner. To provide guidance to management and administrative staff concerning the privacy of medical records which involve District personnel.

**Policy:** Generally, only those with a need to know the information will have access to it, and, even then, will only have access to as much information as is minimally necessary for the legitimate use of the medical records.

All personnel medical records will be kept in separate files apart from the individual's general employment file. These records will be secured with limited access designated by the Fire Chief.

Employment records are not considered to be protected health information (PHI), subject to HIPAA safeguards, including certain medical records of employees that are related to the job. Employment records not covered under HIPAA include, but are not limited to: information obtained to determine suitability to perform the job duties (such as physical examination reports), drug and alcohol tests obtained in the course of employment, doctor's excuses provided in accordance with the attendance policy, work-related injury and occupational exposure reports, and medical and laboratory reports related to such injuries or exposures, especially to the extent necessary to determine workers' compensation coverage.

Nonetheless, despite the fact that such records are not considered HIPAA protected, the District will limit the use and disclosure of these records to only those with a legitimate need to access the records, such as certain management staff, the District's designated physician, and state agencies pursuant to Washington State Law.

Personnel, medical, and other files relating to volunteer personnel will be treated in the same manner as paid employees for recordkeeping purposes. Questions about how medical information is used and disclosed by the District should be directed to the Fire Chief.