

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

### 10.04.16 MEDICAL RECORDS



Adopted: 12/20/16  
Reviewed: 12/20/16  
Revised: 00/00/00

Approved:

A handwritten signature in black ink, appearing to read "Tony Hieber", is written over a horizontal line.

**Purpose:** To establish a procedure for maintenance and dissemination of employee medical records.

**References:** WAC 296-62

**Procedure:**

1. When there is a business need or when the member provides the District with medical information, the District will establish and maintain a medical record file for the member.
2. These records are considered confidential and access to such records is governed by WAC 296-62.
  - a) Copies of WAC 296-62, Part B, are available from the Department of Labor and Industries website or the Human Resource Manager.
  - b) The Human Resource Manager can also provide details on access and dissemination of member's medical records.