

# Springdale Fire Department

## Policy & Procedures Manual

### Volume 1 – Administration

#### Section 103 – Security

##### 103.1 – Medical Records of SFD Personnel

In compliance with various laws, SFD will protect medical records it receives about personnel or other staff in a confidential manner. In accordance with laws concerning disability discrimination, all personnel medical records will be kept in separate files from general personnel files. These records will be secured with limited access by management.

In accordance with the Privacy Rule of HIPAA, medical records that are not considered employment records will be treated in accordance with the safeguards of the Privacy Rule, with respect to their use and disclosure. Employment records are not considered to be protected health information, or PHI, subject to HIPAA safeguards, including certain medical records of personnel 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 essential job functions (such as physical examination reports), drug and alcohol tests obtained in the course of employment, doctor's excuses provided in accordance with the sick leave 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.

Such records, which are not considered HIPAA protected, will be of limited access. Disclosure of these records will be only to those with a valid need, such as certain management staff, the Fire Department physician, and certain state agencies, pursuant to state law.