



Infection Control: Employee Health Employee Health Records

Policy Statement

Health records will be maintained for all employees.

Policy Interpretation and Implementation

1. A health record for each employee will contain, at a minimum:
 - a. Employee identification information (e.g., name, social security number, etc.);
 - b. History of immunization status and any related medical information;
 - c. Associate TB Screening Record;
 - d. Record of job-related injuries or illnesses;
 - e. Any exposure history to bloodborne pathogens;
 - f. Employee vaccination consent/declination forms;
 - g. Dates of all hepatitis B vaccinations;
 - h. Medical information relevant to whether the employee should receive, and can be given, hepatitis B vaccination;
 - i. A copy of any results of examinations, medical testing, and follow-up procedures related to employee health and infection control issues;
 - j. A copy of any information provided to a healthcare professional, clinic, etc.;
 - k. Treatments or vaccinations administered by this organization; and
 - l. Other pertinent health-related information deemed appropriate or necessary.
2. Employee health records will be filed separately from other employee records, and shall be kept confidential. The Director of Human Resources (or designee) shall maintain them.
3. Employee health-related information may only be released in accordance with established facility policy and current laws/regulations governing the release of such information.
4. Employees may request a release of information from their health records. To do so, they must first submit a signed and dated request to the Administrator or designee(s). The request must include a description of the information to be released and to whom it is to be released.
5. Employee health records will be maintained for the length of the employee's employment, plus thirty (30) years or as mandated by current state law if the employee has had a bloodborne pathogens exposure.
6. An employee who leaves our employment may obtain a copy of his/her health record upon submitting a written request to the business office. A fee may be charged for copying such records.

References	
Generations Revision	January 2020
Related Documents	Associate/Employee TB Screening Record (CP1807) Employee Medical Treatment Record Employee Record of Vaccination
Version	1.2 (H5MAPL0262)