

Access to Medical Records

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§ 1. Policy

All requests for medical records from outsiders will be given to the OSP Personnel Officer. In the event that any subpoena is served for medical records, the Personnel Officer will confirm that the employee is aware of the request and has an opportunity to oppose the subpoena before providing the information.

§ 2. Requests for Medical Records

All requests for medical records from outsiders will be given to the OSP Personnel Officer. In the event that any subpoena is served for medical records, the Personnel Officer will confirm that the employee is aware of the request and has an opportunity to oppose the subpoena before providing the information

§ 3. Location

Employee medical records are maintained in the OSP Personnel Office and are kept in folders separate from personnel records. These records are kept locked and are to only be accessed by authorized personnel.

§ 4. Application

This policy will be applied in accordance with the requirements of the Americans with Disabilities Act, Occupational Safety and Health Act, the Family and Medical Leave Act, the state workers' compensation law, and the state privacy statute.
