

**Care At Home  
Human Resources  
Policy and Procedure**

Policy Title:	Separation of Employee Health Documents Policy		
Policy Number:	HR-003	Original Effective Date:	10/11/09
Purpose:	To provide guidelines regarding the storage of sensitive employee health information.		

**1. Policy:**

All staff will be required to provide personal health information (PHI) upon hire as a condition of employment. In addition, throughout the course of employment, additional medical related documents may be collected as is necessary to the position. All such medical records and information containing PHI will be filed separately from the personnel record of the employee so as to limit access to the protected information.

**2. Definitions:**

2.1. Personal Health Information (PHI) is defined as:

2.1.1. Any documentation relating to the health of the employee. This information includes pre-employment physicals, TB testing/chest X-rays, Hepatitis documentation, vaccination records, workers compensation injury documentation, disability documentation and doctors' notes for validation of absences.

**3. Procedure:**

- 3.1. All employees are required to provide on going personal health information to begin and continue employment with Care at Home. Upon hire all employees will be issued a medical file that is to be kept separate from the personnel file.
- 3.2. As documentation of PHI is collected for each employee throughout the course of employment, these documents will be placed in the employee's medical file.
- 3.3. Medical files are to be maintained and accessed by the human resources department. Access to the file will be determined and approved by the Human Resources Director.
- 3.4. When an employee terminates from the company, the medical file will be electronically archived for a minimum of seven years.

**4. Revision History:**

<b>REVISION DATE:</b>	<b>REVISION NOTES:</b>
06/22/12	Updated to reflect current practices.