

## **CONFIDENTIALITY & PRIVILEGED COMMUNICATION POLICY**

### **1.0 PURPOSE**

To assure the employees of the City of Wilson that personal information shared with the Occupational Health Nurse will be placed in his/her health record and nowhere else.

To further assure the employees of the City of Wilson that access to his/her health record will be limited to health care providers within the City with the following exceptions:

- 1.1 Life-threatening emergencies
- 1.2 Authorized release to personal physician.
- 1.3 Workers' Compensation cases (as mandated by state law).
- 1.4 To comply with government regulations.

### **2.0 ORGANIZATIONS AFFECTED**

All departments.

### **3.0 POLICY**

All nursing and medical information that is not general knowledge, which is acquired by the Occupational Health Nurse, shall be treated as confidential. Information shall be released only:

- 3.1 When required by law.
- 3.2 To comply with government regulations.
- 3.3 In case of life-threatening emergencies.
- 3.4 At the specific written request of the individual employee.

### **4.0 NURSE'S RESPONSIBILITY**

- 4.1 To ensure confidentiality of employee medical records as required by ethical and legal standards.
- 4.2 To follow proper procedures for reporting Workers' Compensation cases.
- 4.3 To assure that guidelines presented in OSHA Standard 29 CFR 1910.20, Access to Employee Exposure and Medical Records, are followed.
- 4.4 To provide to supervisors only that information which is necessary for them to know. Employers are entitled to counsel about the medical fitness of the employee in relation to work but are not entitled to diagnosis or details of a specific nature.

4.5 There are generally seven questions of information that may be answered:

- 4.5.1 Is the employee sick?
- 4.5.2 Is the illness major or minor?
- 4.5.3 Is the employee getting reasonable care?
- 4.5.4 Is the employee following recommended medical treatment?
- 4.5.5 Approximately when can he or she return to work?
- 4.5.6 Can the employee return to work on light duty?
- 4.5.7 Are there any work restrictions that the employee should observe If so, what projected length of time?