

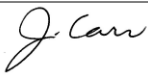
Employee Health Records



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 205

1. The employee health record will contain the minimum amount of information to prove that adequate observation and/or intervention took place.
2. Charting employee health information will be precise, accurate and timely.
3. The employee health record is a legal document and must not be altered.
4. The principles of confidentiality regarding employee health information apply equally to verbal and written information.
5. The employee has the right of access to their employee health record. Access by and release of health information to any other individual(s) can only be made with the employee's informed written consent.
6. The physical employee health record including paper and electronic medium is the property of the employer. Property ownership does not give right of access.
7. Content of employee health records has joint ownership between the health professional who developed the information and the employee.
8. Employee Health records will be kept for 20 years from the date of last entry or for a total of 40 years whichever is longer.
9. Authorized destruction of employee health information will be by shredding, burning or erasure as in electronic storage.

Reference: Board Governance Policy EL# 5 FOIP Section 1, 6, 33,34,36,38,39,40 Nursing Profession Act Occupational Health and Safety Act Workers' Compensation Act	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 204, 403	Date(s) Revised: June 12, 2002