

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 3.31

### CONFIDENTIALITY AND LIMITATIONS ON USE OF MEDICAL INFORMATION

The Americans with Disabilities Act imposes strict limitations on the use of medical examinations and inquiries of employees. All medical information obtained from medical examinations and inquiries shall be collected and maintained on separate forms, in separate medical files and shall further be treated as a confidential medical record. Medical-related material shall not be placed in an employee's personnel file. The Board shall also take steps to guarantee the security of the employee's medical information, including:

- a. Keeping the information in a medical file in a separate, locked cabinet, apart from the location of personnel files; and
- b. Designating a specific person or persons to have access to the medical file.

All medical-related information shall be kept confidential, with the following exceptions:

- a. Supervisors and managers may be informed about necessary restrictions on the work or duties of an employee and necessary accommodations;
- b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment or if any specific procedures are needed in the case of fire or other evacuations.
- c. Government officials investigating compliance with the ADA and other Federal and State laws prohibiting discrimination on the basis of disability or handicap shall be provided relevant information upon request. (Other Federal laws and regulations also may require disclosure of relevant medical information.)
- d. Relevant information may be provided to state workers' compensation offices in accordance with state workers' compensation laws.
- e. Relevant information may be provided to insurance companies where the company requires a medical examination to provide health or life insurance for employees. If the insurance company is a company other than a company the Board has contracted with, written permission to release the information should be obtained from the employee.

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