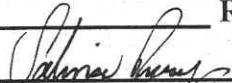


**Department:** Health Information Management (HIM)  
**Policy Number:** HHS-4115-HIM **Attachments:** \_\_\_\_\_  
**Policy Title:** Employee Health Records in the RPMS EHR  
**Date:** 12/12 **Revised:** \_\_\_\_\_  
**Approved by:**  **Date:** 3/13/13

**Policy Statement:**

Mille Lacs Band Health Services recognize the importance of establishing policy and procedures on employee health records in the RPMS Electronic Health Record (EHR).

**POLICY:**

Employee health records are not considered a part of the facility's comprehensive unit health record. These records must be structured such that security and confidentiality of the data is ensured. It can only be viewed, edited, created by designated employee health record professionals and support staff.

Business rules will need to be set up for providers and support staff that can view, edit, change, and create visits for employee health records. In the past, employee health records were kept on paper and locked in a secure area with access only given to the healthcare professionals that needed to know the contents of the file. In order to streamline the process of keeping employee health records, a facility can decide to document the employee health records into the RPMS EHR. In meeting accrediting/certifying agencies, Occupational Safety and Health Administration (OSHA) guidelines, and other federal and state laws, it is mandatory to keep employee health records.

Facilities will have to determine whether to include employee health records in the RPMS EHR for employees who are also Indian Health Service (IHS) beneficiaries. For continuity of care purposes, when a request for release of health information is received, a facility needs to address whether to copy both sets of records.

**PROCEDURE:**

Business Rules Set-Up

Templates can be created specific to employee screenings and surveillance to substitute for paper employee health forms so that all pertinent information can be easily documented within the EHR. The following business rules pertain to who can view, print, delete, etc., are as follows:

- 1) A COMPLETED (Document Class) EMPLOYEE HEALTH may be VIEWED by an EMPLOYEE HEALTH
- 2) A COMPLETED (Document Class) EMPLOYEE HEALTH may be VIEWED by a CHIEF, MIS
- 3) A COMPLETED (Document Class) EMPLOYEE HEALTH may be PRINTED by an EMPLOYEE HEALTH

- 4) A COMPLETED (Document Class) EMPLOYEE HEALTH may be PRINTED by a CHIEF, MIS
- 5) A COMPLETED (Document Class) EMPLOYEE HEALTH may have its TITLE changed by a CHIEF, MIS
- 6) A COMPLETED (Document Class) EMPLOYEE HEALTH may be COSIGNED by an EMPLOYEE HEALTH who is also an expected COSIGNER
- 7) An UNSIGNED (Document Class) EMPLOYEE HEALTH may be VIEWED by an EMPLOYEE HEALTH
- 8) An UNSIGNED (Document Class) EMPLOYEE HEALTH may be VIEWED by a CHIEF, MIS
- 9) An UNSIGNED (Document Class) EMPLOYEE HEALTH may be EDITED by an EMPLOYEE HEALTH
- 10) An UNSIGNED (Document Class) EMPLOYEE HEALTH may be EDITED by a CHIEF, MIS
- 11) An UNSIGNED (Document Class) EMPLOYEE HEALTH may be SIGNED by an EMPLOYEE HEALTH
- 12) An UNSIGNED (Document Class) EMPLOYEE HEALTH may be SIGNED by a CHIEF, MIS
- 13) An UNSIGNED (Document Class) EMPLOYEE HEALTH may be DELETED by a CHIEF, MIS or an AUTHOR/DICTATOR

**ATTACHMENTS:**

**REFERENCES:**

Employee Health Template:

1. A template, specific to employee health visits or screenings needs to be created and added to the EHR Notes Template section. Employee Health templates also can be accessed on the IHS home page [www.ihs.gov](http://www.ihs.gov) under EHR Resources.
2. Access to the employee health template will be limited to Employee Health Nurse(s), Infection Control, Chief MIS and other staff as appropriate.

**RECISSION:**

**DISTRIBUTION:** All Staff