

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
Infection Prevention and Control

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| SUBJECT: Record Keeping | Policy No.: IC700E Revision Date: 06/2017 Reviewed: 08/2022 Page: Page 1 of 4 |
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I. Record Keeping: 5199 ATD (j)

A. Employee Health Medical Records

Employee Health Services shall maintain a medical record for each employee who sustains an occupational exposure to an ATD. This record may be combined with blood borne pathogen exposure records, but may not be combined with non-medical personnel records. Refer to Employee Health Policies and Procedures.

This record shall include:

1. The employee's name and any other employee identifiers used in the workplace;
2. The employee's vaccination status for all vaccines required by this standard, including the information provided by the PCP, any vaccine record provided by the employee, and any signed declination forms.
3. Regarding seasonal influenza vaccination, the medical record need only contain a declination form for the most recent seasonal influenza vaccine.
4. A copy of all written opinions provided by a PCP in accordance with this standard, and the results of all TB assessments; and
5. A copy of the information regarding an exposure incident that was provided to the PCP as required by this Standard.
6. Rancho Los Amigos National Rehabilitation Center shall ensure that all employee medical records required by this section are:
 - a. Kept confidential; and
 - b. Not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as permitted by this section or as may be required by law.

NOTE: These provisions do not apply to records that do not contain individually identifiable medical

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information, or from which individually identifiable medical information has been removed.

- c. Maintained for at least the duration of employment plus 30 years.

B. Records of Exposure Incidents

Records of exposure incidents shall be retained and shall include:

- 1. The date of the exposure incident;
- 2. The names, and any other employee identifiers used in the workplace, of employees who were included in the exposure evaluation;
- 3. The disease or pathogen to which employees may have been exposed;
- 4. The name and job title of the person performing the evaluation;
- 5. The identity of any local health officer and/or PCP consulted;
- 6. The date of the evaluation; and
- 7. The date of contact and contact information for any other employer who either notified the employer or was notified by the employer regarding potential employee exposure.

- C. Records of unavailability of vaccine shall include the name of the person who determined that the vaccine was not available, the name and affiliation of the person providing the vaccine availability information, and the date of the contact. This record shall be retained for three years.

D. Training Records

- 1. Training records shall include the following information:
 - a. The date(s) of the training;
 - b. The contents or a summary of the training session(s);
 - c. The names and qualifications of persons conducting the training or who are designated to respond to interactive questions; and

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- d. The names and job titles of all persons attending the training sessions.
- 2. Training records shall be maintained for 3 years from the date on which the training occurred.
- E. ATD Plan Records of Implementation and Review
Review of the ATD Plan shall be conducted annually by the Hospital Infection Prevention and Control Committee
- F. Records of inspection, testing and maintenance of non-disposable engineering controls including ventilation and other air handling systems, air filtration systems, shall be maintained for a minimum of five years and shall include the name(s) and affiliation(s) of the person(s) performing the test, inspection or maintenance, the date, and any significant findings and actions that were taken.
- G. Records of the respiratory protection program shall be established and maintained in accordance with Section 5144, Respiratory Protection, of these orders. Employers who provide fit-test screening in accordance to subsection (g)(6)(B)3 [fit testing every two years except for employees performing high-hazard procedures, until January 1, 2014] shall retain the screening record for two years.
- H. Records of the unavailability of All rooms or areas shall include the name of the person who determined that an All room or area was not available, the names and the affiliation of persons contacted for transfer possibilities, and the date of the contact, the name and contact information for the local health officer providing assistance, and the times and dates of these contacts. This record, which shall not contain a patient's individually identifiable medical information, shall be retained for three years.
- I. Records of decisions not to transfer a patient to another facility for All for medical reasons shall be documented in the patient's chart, and a summary shall be provided to the Plan administrator providing only the name of the physician determining that the patient was not able to be transferred, the date and time of the initial decision and the date, time and identity of the person(s) who performed each daily review. The summary record, which shall not

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contain a patient's individually identifiable medical information, shall be retained for three years.

XI. Availability

- A. The employer shall ensure that all records required to be maintained by this section shall be made available upon request to the Chief and NIOSH and the local health officer for examination and copying.
- B. Employee training records, the ATD Exposure Control Plan, and records of implementation of the ATD Exposure Control Plan, shall be made available as employee exposure records.
- C. Employee medical records required by this subsection shall be provided upon request to the subject employee, anyone having the written consent of the subject employee, the local health officer, and to the Chief and NIOSH in accordance with Section 3204 of these orders.

XII. Transfer of Records

- A. The employer shall comply with the requirements involving the transfer of employee medical and exposure record (See section 3204 Access to Employee Exposure and Medical Records).
- B. If the employer ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the employer shall notify the Chief and NIOSH, at least three months prior to the disposal of the records and shall transmit them to NIOSH, if required by NIOSH to do so, within that three-month period.