

## **AP 500.2 Confidential Medical Records**

The purpose for which the medical certificate information will be used may include establishing eligibility for benefits, fitness to work, accommodation requirements, etc. Failure to provide timely consent could affect the employee's eligibility for sick leave benefits.

Authorization for gathering medical certificates shall be obtained from an employee in advance. The medical certificate forms utilized in the district will contain a section for the employee's written consent for the completion of the form.

Access to and use of employee medical certificates and related documents shall be limited to those individuals who have a responsibility to manage health related absences, to administer benefits and related sick leave, disability or income replacement programs.

Employees working with this information shall be instructed regarding appropriate practices and procedures set out in this policy relating to the handling of such information to ensure its confidentiality.

### **PROTECTION OF MEDICAL CERTIFICATES AND RELATED DOCUMENTS**

Although such information forms part of the personnel record, medical certificates and related documents shall be maintained at a higher level of security either by being stored in a discrete file accessible only to those with a responsibility which requires access to the information, or sealed in a separate envelope within the personnel file and accessible only by those with a responsibility which requires access to the information.