

Policy: Personal Health Information (PHI)

Policy Number: L-16

Responsible for Policy: Human Resources

Approval Date: March 2011

Most recent review: Fall 2012

Date of most recent revision *(if applicable)*: N/A

Policy Statement

Finger Lakes Community College Human Resources Office shall maintain personal health information for College employees in compliance with state and federal laws and regulations

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Effective Date: March 2011

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Procedures

Individually Identifiable Health Information (IHI) that is part of employer records

Types of IHI that are included in ) / & & ¶ V H P S O R \ H U U H F R U G V D Q G Q R W V X E M H F W W are not limited to , the following:

1. Certification of a physician/practitioner under the Family Medical Leave Act
2. Accessibility/accommodation requests under the Americans with Disabilities Act
3. 3 K \ V L F L D Q Q R W H V F R Q F H U Q L Q J D Q H P S O R \ H U U H F R U G V D Q G Q R W V X E M H F W W (work related)

Creation, Storage, and Disposal of IHI

IHI held and used by Finger Lakes Community College is provided by employees and is retained in the Human Resources Office.

Access to this information is limited only to the Human Resources Office staff members. In order to maintain confidentiality, all information identified for disposal will be shredded by Human Resources personnel.