

OPM INTERNAL-4

System Name:

Health Program Records.

System Location(s):

Office of Human Resources and EEO, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415 for individuals receiving health services at the central office. Other OPM employees receive health services from other agencies, such as the Public Health Service or the General Services Administration.

Categories of Individuals Covered by the System:

Individuals who have received health services from OPM's Health Unit at 1900 E Street NW.

Categories of Records in the System:

This system is comprised of records developed as a result of an individual's utilization of services provided by the OPM Health Unit. These records contain the following information:

- a. Medical history and other biographical data on those individuals requesting employee health maintenance physical examinations.
- b. Test reports and medical diagnoses based on employee health maintenance physical examinations or health screening programs (tests for medical conditions or diseases).
- c. History of complaint(s), assessment, and treatment of injuries and illness presented to Health Unit staff.
- d. Immunization records.
- e. Medication administered by Health Unit staff. f. Referrals to other health care providers.

Authority for Maintenance of the System:

Includes the following with any revisions or amendments:

5 U.S.C. 7901, as further defined in OMB Circular No. A-72.

Purpose(s):

These records document utilization of health services provided by OPM's Health Unit.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:

Routine uses 3, 4, and 7 of the Prefatory Statement at the beginning of OPM's system notices (60 FR 63075, effective January 17, 1996) apply to the records maintained within this system. The routine uses listed below are specific to this system of records only:

- a. To refer information required by applicable law to be disclosed to a Federal, State, or local public health service agency, concerning individuals who have contracted certain communicable diseases or conditions. Such information is used to prevent further outbreak of the disease or condition.

b. To disclose information to the appropriate Federal, State, or local agency responsible for investigation of an accident, disease, medical condition, or injury as required by pertinent legal authority.

c. To disclose to the Office of Workers' Compensation Programs in connection with a claim for benefits filed by an employee.

Note: Disclosure of these records beyond officials of OPM having a bona fide need for them or to the person to whom they pertain, is rarely made, as disclosures of information pertaining to an individual with a history of alcohol or drug abuse must be limited in compliance with the restriction of the Confidentiality of Alcohol and Drug Abuse Patient Records regulations 42 CFR part 2. Records pertaining to the physical and mental fitness of employees are, as a matter of OPM policy, afforded the same degree of confidentiality and are generally not disclosed.

Policies and Practice for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

These records are maintained as hard copy records.

Retrievability:

These records are retrieved by the name, date of birth, or Social Security Number of the individual to whom they pertain.

Safeguards:

These records are maintained in lockable file cabinets in a room with access limited to Health Unit personnel whose duties require access.

Retention and Disposal:

Records of the central office Health Unit are maintained up to six years from the date of the last entry. Employees are given their records on request upon separation. Otherwise, the records are burned approximately three months after separation.

System Manager(s) and Address(es):

Chief, Health Unit, Office of Human Resources and EEO, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415.

Notification Procedure:

Individuals wishing to inquire whether this system of records contains information about them should contact the system manager. Individuals must furnish the following information for their records to be located and identified:

- a. Full Name.
- b. Any former name.
- c. Date of birth.
- d. Social Security Number.

Record Access Procedures:

Individuals wishing to request access to records about them should contact the system manager. Individuals must furnish the following information for their records to be located and identified:

- a. Full name.
- b. Any former name.
- c. Date of birth.
- d. Social Security Number.

Any individual requesting access must also follow OPM's Privacy Act regulation regarding verification of identity and access to records (5 CFR part 297).

Contesting Record Procedures:

Individuals wishing to request amendment of their records should contact the system manager. Individuals must furnish the following information for their records to be located and identified:

- a. Full name.
- b. Any former name.
- c. Date of birth.
- d. Social Security Number.

An individual requesting amendment must also follow OPM's Privacy Act regulation verification of identity and amendment of records (5 CFR part 297).

Record Source Categories:

Information in this system of records is obtained from:

- a. The individual to whom the information pertains.
- b. Laboratory reports and test results.
- c. OPM Health Unit physicians, nurses and other medical technicians who have examined, tested, or treated the individual.
- d. The individual's coworkers or supervisors.
- e. The individual's personal physician.
- f. Other Federal employee health units.

