

# CONNECTICUT VALLEY HOSPITAL

## OPERATIONAL PROCEDURE MANUAL

<b>SECTION II:</b>	<b>ORGANIZATION FOCUSED FUNCTIONS</b>
<b>CHAPTER 8:</b>	Management of Human Resources
<b>PROCEDURE 8.40:</b>	<b>Release/Disclosure of Information from Employee Personnel and Employee Medical Files</b>
<b>REVISED:</b>	03/07; 12/2010, 04/13; 07/25/16; Reviewed 06/18
<b>Governing Body Approval:</b>	05/09/13; 07/28/16; 07/02/18( <i>electronic vote</i> )

**PURPOSE:** To ensure a consistent response to third-party requests for information or to inspect or copy records contained in employee personnel and medical files.

**SCOPE:** All CVH staff

### **PROCEDURE:**

#### **A. Requests for information**

1. Employee requests to disclose employment information or records to a third party are submitted in writing to the Facility Human Resources Department prior to the disclosure. The authorization contains the following:
  - a. a statement authorizing the disclosure;
  - b. a description of information or records to be disclosed;
  - c. identification of the party to whom the disclosure may be made;
  - d. name and signature of the employee authorizing the disclosure; and
  - e. date of authorization
2. The Facility Human Resources Department will routinely release the following information to third parties with proper written authorization by the employee;
  - a. job titles, salaries and job descriptions;
  - b. employee educational and occupational backgrounds;
  - c. employee attendance records;
  - d. medical information;
  - e. other documents filed in the personnel file
3. The Facility Human Resources Department forwards the authorization to the DMHAS Payroll Division for disclosure, if payroll information is requested.
4. The Facility Human Resources Department may transmit employee personnel, medical and similar files, in part or in whole, to other DMHAS facility Human Resources Departments.
5. The Facility Human Resources Department may release all employee records necessary for the Workers' Compensation third party administrator to perform its

responsibilities as well as to the Office of the Attorney General when representing Connecticut Valley Hospital.

B. Requests for information/records requiring notice

1. Additional information from employee personnel files under the Freedom of Information (FOI) CGS Section 1-20 are forwarded to the DMHAS FOI designee.
2. Upon receipt of a request to disclose information or to inspect or copy employee files that is reasonably believed to legally constitute an invasion of privacy, the Facility Human Resources Department forwards the request to the DMHAS FOI designee.
3. If a release form, signed by the employee, is received from the third party, there is no need to comply with notice requirements.
4. The Facility Human Resources Department may not disclose the following information without proper authorization from the employee.
  - a. date of birth;
  - b. garnishments;
  - c. whom to notify information;
  - d. beneficiary information;
  - e. AIDS-related Information (special notice form required); and
  - f. home address and phone number, if not listed in a telephone directory.
5. Requests for release of employee information, under the Freedom of Information Act are referred to the Office of the Commissioner and the DMHAS FOI designee for appropriate action.
6. The Facility Human Resources Department files copies of all requests for information, notices, authorizations and/or objections to disclosure in the official employee personnel file and become part of the employee's permanent records.