

<p style="text-align: center;">Personal Health Information Policy City of Ashland</p>

The City of Ashland will not store confidential Personal Health Information (PHI) on any employee of the City. Any health information received that is “Public Document” will be stored in a locked file for all employees, separate from their general Personnel file.

The medical information kept by the City will include the following public documents:

- Post Offer / Pre Employment Physical – Summary report sheet only from Ashland Industrial Medicine (AIMS). AIMS keeps the medical history for a three-month period. The employee may request a result of findings, if significant to take to his/her own doctor.
- Fitness for Duty examinations – Summary report only with any additional information sent only as a result of a record release signed by the employee.
- Post Offer / Pre Employment Psychological and Promotional Psychological – Summary information only resulting from a records release.
- FMLA – general employee comments only and WH380 form for physician reply
- BWC reports – general in nature and public records.

An employee may review his/her personnel file at any time by request and establishment of an appointment during business hours.

Any PHI information related to medical conditions, payment of health provider claims and other such information is processed by the City’s health insurance carrier. They are empowered to provide and protect private health information and to release PHI as necessary and in compliance with HIPAA regulations (refer to the Notice of Privacy Practices contained in the Plan Document). Any employee enrolled in the City’s Health Insurance Group may contact the health insurance carrier or Mark Burgess, Director of Human Resources, to discuss the release of their PHI.

If you have any questions or want additional information about the policy or procedures described, contact Chad Enderby, Director of Human Resources and Safety, 206 Claremont Ave., Ashland Ohio.