

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.04.16 MEDICAL RECORDS



Adopted:	12/20/16
Reviewed:	12/15/23
Revised:	12/15/23
Approved:	Lonnie J. Rash

Purpose: To establish a procedure for maintenance and dissemination of employee medical records.

References: WAC 296-62

Procedure:

1. When there is a business need or when the member provides the District with medical information, the District will establish and maintain a medical record file for the member.
2. These records are considered confidential and access to such records is governed by WAC 296-62.
 - a) Copies of WAC 296-62, Part B, are available from the Department of Labor and Industries website or from Human Resources
 - b) The Human Resource Manager can also provide details on access and dissemination of member's medical records.