



Interoffice Communication

To J. R. Drumwright, M.D.
From J. A. DeBernardi
Date May 17, 1982
Subject Medical Records

RECEIVED
MAY 21 1982
MEDICAL DIV.

Per the attached page of the recently issued Conoco Medical Division - Policy and Procedures Guide, I am requesting the concurrence of the Manager - Medical Division to allow a complete copy of each VCM Plant employees medical test results be maintained at the LCCP under the direction of Gordon Monroe, R.N.

The need for employee access to their medical records is normally on an emergency basis. This need cannot be satisfied in outlying locations by a normal request procedure. Our most recent experience is presented to support this situation. On 4/29 a call was made to the Medical Division requesting recent X-rays of a plant employee. A formal request form was filled out and sent by shuttle to Ponca City on 5/3 by the Safety Director. Follow-up calls were made to Ponca on 5/6, 5/7 and 5/11. On 5/13 a call was received from Ponca indicating the X-rays were put on the shuttle to Lake Charles on 5/13. As a result, the employee was forced to have additional X-rays taken to satisfy his physician's need in a timely fashion.

The overall result of incidents of this nature can only be to adversely affect the credibility of plant management and the Medical Division with our employees. Although a failure of this nature seemingly affects only one person, the knowledge of our failure to satisfy one employee's need is quickly known by the majority of all employees at a location and the overall effect reaches beyond the one affected employee.

I will look forward to your response to my request.

J. A. DeBernardi

br

VVC 000007390

MEDICAL AND EXPOSURE RECORDS

GENERAL

All medical records are confidential and will be kept on file in Medical Division offices. Where required and if confidentiality can be assured, certain field/plant locations employing the services of a full-time nurse may also maintain copies of employee medical records with the concurrence of the Manager—Medical Division.

Corporate guidelines defining storage and maintenance of records will be closely followed.

The Manager—Medical Division, or his designated representative, may release information to authorized persons upon receipt of appropriate written requests or as required by statute or regulation.

Any questions regarding an employee's right of access to his/her medical records should be directed to the attention of the Manager—Medical Division.

DEFINITIONS (FOR PURPOSES OF THIS GUIDE)

1. **Employee Medical Record**—The record maintained by Conoco Medical Division containing information concerning the health status of an employee of Conoco Inc. or one of its subsidiary companies. This record will usually contain medical and/or employment histories and questionnaires as generated by various workplace requirements, federal guidelines, etc., as well as results of medical examinations (pre-placement, periodic or episodic) and laboratory tests (including x-ray examinations and biological monitoring). In addition, sections relative to medical opinions, diagnoses, clinic visits, occupational and nonoccupational injury reports or treatment descriptions and recommendations may be included.
2. **Employee Exposure Record**—The record maintained by Conoco Medical Division including information from corporate industrial hygiene, toxicology, environmental and safety activities pertaining to harmful or potentially harmful toxic or physical agents to which an employee is exposed to, or potentially exposed to, during his/her course of employment. Specific monitoring data (environmental area, personal) as applicable to individual needs, state/federal regulations and good occupational health practices are included in this definition.