

DISCUSSIONAL - PROCEDURES AND POLICIES

Mrs. Steele presiding: Mrs. Steele told the nurse that this was to be an informal discussion of procedures and policies. She suggested that questions be asked as they came up rather than waiting until the end of the session.

The discussion was started by reviewing the section in the Nurses' Manual on "Records." Each of the following forms was discussed.

Authorization Form: When an employee, his doctor or the clinic request his x-rays for review, an authorization form must be signed by the employee. The authorization is then sent to the Medical Department and the x-rays will be forwarded to the doctor or clinic. The same procedure is to be followed whenever any medical information is requested by an employee for his doctor.

Dr. Hamlin stated that the nurse is not to turn over an employee's record to his doctor or clinic. She should send the signed authorization to the Medical Department with a letter of explanation. Some of the information in the nurse's files may have no bearing on the employee's physical condition, and therefore turning over the complete file is neither necessary nor desirable. Dr. Hamlin will review the records and submit the pertinent information to the doctor. Such a procedure is of the utmost importance in cases of alleged occupational disease.

The only time this procedure is not necessary is when records are needed in a workmen's compensation case. Under such circumstances, an employee's physical records may be made available to our insurance carrier. The confidential relationship is waived when a claim for compensation is filed.

Dr. Hamlin suggested that the nurse keep a record of any medical file that is out. It should include the date and to whom it was given. A record should also be made when an employee is transferred to another plant and his record sent to the new location. A copy of the letter of transmittal is sufficient.

Mrs. Kesterson: What should we do when an attorney requests the medical files on employees who are to appear as witnesses in compensation cases?

Dr. Hamlin stated that the nurse's answer should be that she cannot give him the files and the request would have to be forwarded to the Medical Department. No logical reason for wanting a witness's record was apparent. The confidential relationship expected of our nurses would be violated by ceding to such a request.