

FTC-II-10

System name:

Employee Medical File -- FTC.

Security classification:

Not applicable.

System location:

Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Categories of individuals covered by the system:

Individuals who, at the time the records are added to the system, are Commission employees.

Categories of records in the system:

Names, medical reports, opinions, evaluations and treatment information, and records resulting from the testing of the employee for use of illegal drugs under Executive Order 12564.

Authority for maintenance of the system:

Executive Order 12196 and 12564.

Purpose(s):

To maintain records concerning employee job-related medical treatment.

To provide an accurate medical history of the total health care and medical treatment received by the individual as well as job and/or hazard exposure documentation and health monitoring in relation to health status and claims of the individual. To provide a record of communications among members of the health care team who contribute to the patient's care. To provide a legal document describing the health care administered and any exposure incident.

To document employee's reporting of on-the-job injuries or unhealthy or unsafe working conditions, including the reporting of such conditions to OSHA and actions taken by the agency or by the Commission.

To ensure proper and accurate operation of the agency's employee drug testing program under Executive Order 12564.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to the disclosures generally permitted under 5 U.S.C. 552a(b), and the disclosure provisions described in Appendix I of this notice, records or information in these records may be specifically disclosed pursuant to 5 U.S.C. 552a(b)(3) as follows, provided that no routine use specified either herein or in Appendix I shall be construed to limit or waive any other routine use:

(1) Used to disclose information to the Department of Labor, Department of Veterans Affairs, Social Security Administration, or a national, state, or local social security type agency, when necessary to adjudicate a claim (filed by or on behalf of the individual) under a retirement, insurance, or health benefit program;

(2) Used to disclose information to a Federal, state, or local agency to the extent necessary to comply with laws governing reporting of communicable diseases;

(3) Used to disclose information to officials of the Merit Systems Protection Board including the Office of Special Counsel, the Federal Labor Relations Authority and its General Counsel, the Equal Employment Opportunity Commission, arbitrators, and hearing examiners to the extent necessary to carry out their authorized duties;

(4) Used to disclose information to health insurance carriers contracting with the Office of Personnel Management to provide health benefits plan under the Federal Employees Health Benefits Program information necessary to verify eligibility for payment of a claim for health benefits. To disclose information to the Office of Federal Employees Group Life Insurance that is relevant and necessary to adjudicate claims;

(5) Used to disclose information, when an individual to whom a record pertains is mentally incompetent or under other legal disability, to any person who is responsible for the care of the individual, to the extent necessary. To disclose to the agency-appointed representative of an employee all notices, determinations, decisions, or other written communications issued to the employee, in connection with an examination ordered by the agency under:

(a) Medical evaluation (formerly Fitness for Duty) examinations procedures, or

(b) Agency-filed disability retirement procedures; and

(6) Used to disclose to a requesting agency, organization, or individual the home address and other information concerning those individuals who it is reasonably believed might have contracted an illness or been exposed to or suffered from a health hazard while employed in the Federal work force.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Stored in file folders.

Retrievability:

Indexed by individual's name.

Safeguards:

Maintained in lockable rooms and cabinets. Access restricted to those agency personnel who require access.

Retention and Disposal:

Records are retained indefinitely.

System Manager and Address:

Director, Division of Personnel, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Notification Procedure; Record Access Procedure; and Contesting Record Procedure:

See Appendix II.

Record Source Categories:

Individual about whom the records are maintained, treating physicians, staff of medical facilities, witness statements, and others.