



ADMINISTRATIVE PROCEDURES

Procedure Number: 23-28

Effective Date: 07/03/2006

Revision Date: 06/20/2012

C. Dunkelberg

County Administrator

SUBJECT: **ADA MEDICAL RECORDS DISPOSITION**

DEPARTMENT RESPONSIBLE: **Human Resources Department**

I. STATEMENT

In order for Pima County to maintain compliance with Arizona State Records Retention, this procedure sets forth the responsibility for handling medical records of employees seeking reasonable accommodation under the Americans with Disabilities Act (ADA). ADA files are subject to a retention schedule approved by the State of Arizona.

The ADA Coordinator in the Employment Rights unit of Human Resources maintains ADA files on employees seeking accommodation under the ADA that may contain medical records.

II. DEFINITION

Medical records are defined as: A written or electronic account of a patient's medical history, diagnosis, prognoses, interpretation, details of treatments, chronological progress notes, and discharge recommendations.

III. PROCEDURE

- A. An ADA file shall be closed no more than five (5) business days upon final resolution of an employee seeking an accommodation under ADA, and the file shall be retained pursuant to the state record retention schedule.
- B. No later than six (6) months after file closure, all records within the ADA file subject to the definition of a medical record shall be removed from the file and submitted to the employee's department for inclusion in the employee's existing medical file or to create such a file if none exists at that time.
- C. For ADA files created as a result of a Risk Management industrial injury referral, all records within the ADA file subject to the definition of a medical record shall be removed from the file and submitted to the Finance and Risk Management Department.

- D. For an employee whose employment with the County has terminated, all records within the ADA file subject to the definition of a medical record shall be removed from the file and submitted to the Personnel Records unit of the Human Resources Department in accordance with Administrative Procedure 23-43.

IV. RESPONSIBILITY

- A. It is the responsibility of an employee's department to maintain medical records in a separate and confidential file.
- B. Human Resources-Employment Rights is responsible for the creation and maintenance of ADA files and for the proper removal and transmission of medical records contained in ADA files.

References: Board of Supervisors Policy C 4.2
Personnel Policy 8-118
Administrative Procedures 23-29 and 23-43