

# POLICY MANUAL

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**Subject:** Exposure Records

**Effective Date:** 2/9/94

**Initiated By:** Cindy Stewart  
QI Coordinator

**Approved By:** William C. Anderson  
Medical Director

**Review Dates:** 12/99 CSF; 2/01 CSF; 7/05 JL  
11/08 NC; 7/11 NC, 10/12 NC, 10/13 NC, 11/14 NC

**Revision Dates:**

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## POLICY:

Cumberland Heights Personnel Department maintains records of employee exposure to blood/body fluids as required by applicable local, state, and federal law.

## PROCEDURE:

1. A record is established for each employee with an exposure, including the following:
  - a) employee name and social security number;
  - b) copy of employee's hepatitis B vaccination status, including dates of vaccinations and medical records relative to the employee's ability to receive vaccination;
  - c) copy of all results of examinations, medical testing and follow-up procedures;
  - d) employer's copy of employee's physician's written opinion; and
  - e) copy of information provided to the employee's physician.
2. Employee records of exposure are kept confidential except as required by law.
3. Records are not disclosed or reported without the employee's written consent outside of the workplace except as required by law.
4. Records are maintained for at least the duration of employment plus 30 years.
5. Should the organization close and there be no successor to receive and retain the records, governmental agencies will be notified according to applicable law.