

QUESTIONS & ANSWERS: REQUIRED FORMS

Why do I have to sign The Privacy Act Statement-Health Care Records form?

The form serves three main purposes:

- *Federal law requires us to maintain a medical record, and we need your permission to obtain identifying information to create and maintain this record.*
- *When you sign, you acknowledge the purpose of the examination, as required by your agency. For PFPA officers, the purpose is to determine your fitness for duty. The form mentions other purposes, most of which are not applicable to occupational health.*
- *You are acknowledging the ways that records may be disclosed and to whom. The main use of your Civilian Employee Health Services (CEHS) medical record is by the PFPA medical review officer to determine your fitness for duty.**

**We do not perform exams if we are unable to release the results to the appropriate agency official(s).*

Do I have to sign the Authorization for Disclosure of Medical or Dental Information form?

Signing this form gives CEHS permission to review records from DoD healthcare facilities in order to complete your examination. If you decline to sign the form, we are unable to access necessary information to perform the full scope of examination required for your position. This information may include prior lab results, previous audiology notes, and relevant doctor's notes or diagnostic test results.

The PFPA medical standard for police officers requires that you disclose any past and present (including new) medical conditions and treatments. Unnecessary delays or removals from full duty may arise when information is omitted or access to information is denied.

If we are not able to perform the full scope of services, we will not conduct an examination.

Do CEHS medical providers have access to VA medical records?

We do not access VA records without having an additional release signed by you, and you will have the option of signing that form at the time of examination or later if the need arises.

What is the legal basis for my employer to require medical exams and/or medical documentation?

Title 5 Chapter 1 Subchapter B Part 339 – Medical Qualification Determinations

Title 5 is a federal law that pertains to administrative personnel of the government. Subpart B Chapter 339 covers medical qualification determinations and an agency's ability to require physical examinations and medical documentation. Your position qualifies under this act for periodic physicals and compliance with a medical standard because your role is critical to upholding public safety.

5 CFR 339.102(c)

“An employee's refusal to be examined or provide medical documentation...in accordance with a proper agency order authorized under this part, constitutes a basis for appropriate disciplinary or adverse action.”

Non-compliance with any part of a required physical examination is reported to the agency.