

National Institutes of Health

Occupational Medical Service

DOHS/ORS/NIH

Notice of Privacy Practices

Overview:

We value the trust and confidence that you place in the NIH Occupational Medical Service (OMS), and we are committed to protecting your privacy. This notice explains the collection and use of Personally Identifiable Information (PII) about you for your OMS health record. The OMS captures a portion of health records in the Electronic Health Record (EHR) which is a Federal Government application hosted on internal servers operated by the Office of Research Services, Office of Innovation and Information Technology (ORS OIIT) and by the NIH Clinical Center's (NIH/CC) Department of Clinical Research Informatics (DCRI). Additional records are maintained in hard copy form and are stored securely as noted in the System of Records Notices (SORN) listed below under "Authority".

Information Collected:

An EHR is a digital version of your medical history, that is maintained by the OMS over time, and may include all the key administrative and clinical data relevant to your care by OMS, including, but not limited to:

- Demographics (e.g., name, medical record number, date of birth, address, contact information)
- Progress notes and other treatment records
- Problem lists
- Medications
- Allergies
- Vital signs
- Past medical and surgical history
- Immunizations
- Laboratory data
- Radiology reports and images
- Orders for medications, lab tests, and radiologic exams
- Questionnaires to gather information related to your medical treatment, medical surveillance programs that you are enrolled in, and to assess your need for OMS services
- Correspondence with your outside medical and mental healthcare providers
- Exposure data related to any biological, chemical, physical, or radiological hazards that you work with

- Data related to any medical surveillance programs that you are enrolled in such as the NIH Biological Surety Program, the Respiratory Protection Program, and the Hearing Conservation Program
- Data required by the Occupational Safety and Health Administration (OSHA) for tracking occupational injuries and illness
- Data related to Workers' Compensation claims
- Data related to requests for reasonable accommodation and documentation of impairment and disability decisions

Information Use:

The primary use of your PII is for your medical evaluation, treatment, and other care provided by OMS during your work as an NIH employee or contractor.

Information Sharing:

Subject to the requirements of the Privacy Act of 1974 (5 U.S.C. 552a as amended), we may use and disclose PII for the following purposes:

- To Federal, State, and local government agencies for adjudication of benefits under workman's compensation, and for disability retirement and other separation actions.
- To the U.S. Department of Labor with copies to the U.S. Office of Personnel Management for processing of disability retirement and other separation actions.
- Upon non-HHS agency request, for examination to determine fitness for duty with copies to requesting agency and to the U.S. Office of Personnel Management.
- To the Department of Justice, or to a Court or tribunal, when HHS is involved in litigation or may be affected by litigation.

Authority:

The collection of this information is authorized pursuant to 5 U.S.C. 1302, 2951, 4118, 4308, 4506, 7501, 7511, 7521 and Executive Order 10561. A complete list of the routine uses can be found in the system of records notices associated with this collection of information: [09-25-0166, Radiation and Occupational Safety and Health Management Information Systems, HHS/NIH/ORS; 09-40-0002, Public Health Service \(PHS\) Commissioned Corps General Personnel Records; OPM/GOVT-10, Employee Medical File System Records.](#)

Your written consent, this notice, and the specific provisions of the Privacy Act govern disclosure of your PII. Disclosures not referenced in this notice may be made only with your written authorization, which you may revoke in writing at any time.

Consequences for Not Providing Information:

If you do not provide the requested information, we may not be able to provide all the medical and mental health services that are required for your work at NIH. We also may not be able to

contact you to provide appointment reminders or information about treatment alternatives, screening programs, or other health-related services that may be beneficial to you.

Privacy and Security Information:

You may have certain rights regarding the handling of your PII, as specified in the applicable Privacy Act System of Records Notices listed above. You may request access to a copy of your PII, pursuant to a written request; You have a right to appeal a denial of access to your records; You may request an amendment of PII, pursuant to a written request. Your electronic health record will be kept for at least 30 years as required by Occupational Safety and Health Administration (OSHA).

The NIH maintains physical, electronic, and procedural safeguards to comply with the Privacy Act of 1974. At all times, security maintenance and administration are important parts of the EHR application's operation and maintenance. The NIH uses appropriate administrative, technical, and physical controls outlined in NIST SP 800-53 for protection of information contained therein. The EHR is protected by multiple firewalls, vulnerability scanning, and advanced encryption technology. Access to the EHR requires entry of a personalized ID and password and is role based. Remote access to the EHR requires use of a Virtual Private Network (VPN) and two-factor authentication of the user. We do not use your PII for any other purpose except as explained in this Notice.

Privacy Compliance Documentation:

You can learn more about required OMS record keeping practices from the following System of Records Notices: [09-25-0166, Radiation and Occupational Safety and Health Management Information Systems, HHS/NIH/ORS](#); [09-40-0002, Public Health Service \(PHS\) Commissioned Corps General Personnel Records](#); [OPM/GOVT-10, Employee Medical File System Records](#).

Point of Contact Information:

If you have any questions or concerns, please contact the Medical Director, NIH Occupational Medical Service, at 301-496-4411 or mail to: NIH Occupational Medical Service, Bldg 10, Rm 6C 310; 10 Center Drive, MSC 1584; Bethesda, MD 20892; Attn: Medical Director.