



Nebraska Task Force 1 – Medical Data Management

May 2018

Overview

NE-TF1 receives various medical record documents from task force members and the task force medical provider in regards to health physicals, inoculations, fitness for duty status, and other medical records pertinent to the administration and management of health requirements of task force members. NE-TF1 generates medical records as a result of task force operations during training or actual deployment. All medical records data shall be appropriately managed to ensure confidentiality and compliance with HIPAA regulations. Personnel involved with coordinating and/or managing medical data shall utilize appropriate sponsoring agency, task force, and national US&R program procedures and HIPAA guidelines in the management of health records for task force members. The task force medical director shall provide oversight and guidance on medical records management policies and procedures. Task force designated personnel involved with managing or coordinating task force member medical data or health history records shall acknowledge their commitment to maintain security of medical information by signing a NE-TF1 Confidentiality Pledge.

Procedure

Task force members provide access to the medical history information upon their acceptance to the task force and at intervals throughout their tenure with the task force. Task force members authorized the release of medical history information to NE-TF1 when they receive a health physical or other authorized procedure or treatment from their personal physician or the designated NE-TF1 medical provider. Designated task force medical provider(s) transfer medical records to NE-TF1 under the direction of the task force medical director. Records are maintained by the task force medical provider and a hard copy or electronic copy of the Physical Face-Sheet, Medical Determination of Respirator Use and inoculation completion dates are sent to the authorized task force administration personnel. The electronic means is preferred, whenever possible, to eliminate the transfer of hard copy medical records and minimize the number of persons who may be exposed to potential access to these records.

Only personnel designated by the task force medical director are authorized to assist in the administration of medical records management for task force purposes. Authorized personnel shall read and sign a NE-TF1 Confidentiality Pledge to acknowledge their responsibility to maintain confidentiality pertaining to medical records. A copy of this acknowledgement shall be maintained on file for each person designated or authorized by the task force medical director. The number of personnel who may be designated is kept to a minimum and only as needed to conduct medical records management to meet identified task force requirements as determined by the medical director.

No Medical history records are maintained by the task force.

Medical history records for task force members for immunizations and RBC Acetyl cholinesterase are maintained in the task force database throughout the span of time that the task force member participates with NE-TF1.

Task force medical records generated as a result of task force training or actual operations shall be appropriately safeguarded to ensure confidentiality. Records shall be maintained, secured, and/or transferred by medical team managers as necessary to meet sponsoring agency, task force, and national US&R program requirements.