

# Corporate Policies

**SECTION: EMPLOYMENT INFORMATION**  
**SUBJECT: Claim Files**

POLICY/PROCEDURE NO. 6.4.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: New

APPROVED BY: Council AF123-2002

## **POLICY STATEMENT:**

The Corporation recognizes and respects the need for confidentiality with regard to its employee's health information.

All information pertaining to an employee's health will be kept in separate employee claim files maintained, in strict confidence, by the Claims Programs Advisor, Human Resources Division. Access to an employee claim file is limited to:

- The Claims Programs Advisor
- The Manager, Health & Safety Services
- The employee, under supervision
- Other persons and/or agencies, with the consent of the employee and under supervision
- Legal counsel for the Corporation in the event of a dispute where an employee's health is an issue.

## **PURPOSE:**

To ensure that all employees are aware that information with regard to their health remains strictly confidential.

## **SCOPE:**

All employees.

## **PROCEDURE:**

1. The Human Resources Division will maintain employee claim files.
2. Employee claim files are distinct from employee files of reference and will be kept in a separate location within the Human Resources Division.
3. Confidentiality of employee claim files will be maintained at all times and access will be strictly limited to those individuals listed above.

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4. The contents of an employee claim file may include, but not be limited to the following:
- a. Employee Physician assessments and/or prognosis
  - b. Independent medical examination reports
  - c. Functional abilities and limitations
  - d. Short-Term and Long-Term Disability applications and reports
  - e. Workplace Safety and Insurance benefits documentation

## **ACCOUNTABILITY:**

Health, Safety & Wellness Services of the Human Resources Division is accountable for maintaining the claim files in a confidential manner and in accordance with the policy as outlined. The supervisor is responsible for ensuring all medical related documentation is forwarded to Health, Safety & Wellness Services for proper filing.

## **ADMINISTRATION:**

Human Resources Division, City of Brampton 5<sup>th</sup> Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

## **CONTACT:**

Human Resources