

STATE-24

System name :

Medical Records.

System location :

Department of State, 2201 C Street, NW, Washington, DC 20520 and Health Units at Overseas Posts.

Categories of individuals covered by the system:

Employees and dependents of the Department of State, the Agency for International Development, the U.S. Information Agency, ACTION, and other agencies under the Medical Program.

Categories of records in the system:

Reports of medical examinations and related documents; reports of treatments and other health services rendered to individuals; narrative summaries of hospital treatments; personal medical histories; reports of on-the-job injuries or illnesses; employee assignment histories; and reports on medical evacuation.

Authority for maintenance of the system:

22 U.S.C. 911, 912; 22 U.S.C. 1156-1159; 42 U.S.C. 4561; 21 U.S.C. 1180; 22 U.S.C. 3926; 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses :

The information contained in these records is used to effectively administer the Department of State's medical program. These records are utilized and reviewed by medical and administrative personnel of the Office of Medical services on a need-to-know basis in normal day- to-day operations. These Medical files are not available to other offices in the Department of State, the Agency for International Development, the U.S. Information Agency, ACTION, or other participating agencies. Records are released only with the written permission of the subject individual to private physicians, hospitals, legal representatives, congressional representatives, and others under the premise of the "Prudent Physician Rule." Also see "Routine Uses" paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**Storage:**

Hard copy, microfiche; and computer media.

Retrievability:

By individual name.

Safeguards :

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building and its annexes is controlled by security guards, and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel.

Retention and disposal:

Retention of these records varies depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing the Information and Privacy Coordinator, Room 1239, Department of State, 2201 C Street, NW, Washington, DC 20520.

System manager(s) and address:

Executive Officer, Medical Services, Room 2909, Department of State, 2201 C Street, NW, Washington, DC 20520.

Notification procedure:

Individuals who have cause to believe that the Office of Medical Services might have records pertaining to them should write to the Information and Privacy Coordinator, Room 1239, Department of State, 2201 C Street, NW, Washington, DC 20520. The individual must specify that she/he wishes the records of the Office of Medical Services to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature; the agency served by the medical program with which the individual was or is an employee or a dependent, and the approximate dates of such employment or dependency.

Record access procedures:

Individuals who wish to gain access to or amend records pertaining to them should write to the Information and Privacy Coordinator (Address above).

Contesting record procedures:

(See above).

Record source categories:

The individual; hospitals; clinics; private physicians, medical professionals employed by the Department of State.