



Access to Medical Records

Course Title:	Access to Medical Records
Regulatory & Technical Reference:	29 CFR 1910.1020 A and B Access to employee exposure and medical records 29 CFR 1904.35 Accident Reporting Procedures
Target Groups:	All level of employees required to have a basic understanding of Access to Medical and Exposure Files.
Prerequisites:	None.
Objective:	The course will provide personnel with the knowledge in: <ul style="list-style-type: none">- Employee's rights to access their records.- Who can access those records and how.- Recordkeeping- What an exposure consists of.
Course Structure:	The classroom segment covers regulations, classification of exposures, legal rights of accessing records, the importance of maintaining those records, who can access them and for how long they need to be kept on file.
Completion Requirements:	Classroom presentation followed by a closed book examination, which requires at least a 70% for successfully completion
Course Length:	1-2 hours
Class Size:	1- 20 students