



CHERIE BERRY  
COMMISSIONER OF LABOR

ANNE P. WEAVER  
BUREAU CHIEF  
PLANNING, STATISTICS AND INFORMATION MANAGEMENT  
OCCUPATIONAL SAFETY AND HEALTH DIVISION

**MEMO MRA 1**

July 26, 2011

To: Medical Records Administrators (MRA) and Medical Records Administrator Alternates (MRAA)

<b><u>MRA</u></b>	<b><u>MRAA</u></b>	<b><u>OFFICE LOCATION</u></b>
Martina Gonzales	Regina Luginbuhl	ASH Bureau
Tena Clark	Ric Cruz	Asheville Field Office
Vicki Curlee	Yvonne Early	Charlotte Field Office
Margie Jones	Ric Schumann	Raleigh Field Office
Judy Durham	Lafayette Atkinson	Wilmington Field Office
Deidre Duncan	Jackie Spangler	Winston-Salem Field Office
	Chanel Brown*	Old Revenue Bldg./PSIM Bureau

From: Anne Weaver, Medical Records Coordinator

Thank you all for agreeing to assume the responsibility of securing and tracking medical records for your respective offices. You will be the "guardian or gatekeeper" for these very confidential documents and the OSH Division appreciates your dedication to this procedure. Four of the Medical Records Administrator Alternates (MRAA's) will play dual roles in this procedure (as an MRAA and as a supervisor) and will maintain the distinction between those two roles.

Medical Records Administrators (MRA) and their alternates (MRAA) will follow all policies and procedures as stipulated in the Field Operations Manual (FOM) for securing and tracking Kraft envelopes

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containing medical records, which are to be maintained in support of Occupational Safety and Health Division inspection or investigative case files. The Medical Records Activity Log and the Medical Records Database, which are applicable to duties and responsibilities assigned to you as MRA's and MRAA's, can be accessed on the F Drive under Bureaus, Medical Records. Currently, only MRA's, MRAA's, and I have read/write access to these documents.

Information for the Medical Records Database will be entered by you on the F Drive within one week of receipt of any medical record envelope and again when a medical record envelope is checked out by the lead CSHO, their immediate supervisor, the bureau chief, or a person authorized by the OSH Director for the purpose of destroying/shredding the records. Note that within this database there is a tab/page for each office and also an example page (standardized entries for the activity log). Please enter and save data on the appropriate page.

The initial receipt of a medical record envelope and any and all activity associated with any medical record envelope will be documented in handwritten format on the Medical Records Activity Log. This log will be maintained by you in hard copy format in a notebook or binder in the medical records file cabinet in each office. For your convenience and as needed, a blank copy of this form is available on the F Drive in the Medical Records folder. There will also be a chain of custody form specifically for medical records that the CSHO will be responsible for and will ask you to initial as envelopes are put in and removed from the locked medical records cabinet.

For future reference, this letter will be posted on the Intranet under Compliance Memos. The primary chapters that include instructions related to medical records are III, IX, XIII, and XVI. If you have any questions or comments related to tracking and securing any and all medical records which are in the control or custody of the OSH Division, please contact me for further information and/or discussion. Thanks again for assuming this important responsibility.

cc: Tim Childers  
Phil Hooper  
Kevin Beauregard  
Allen McNeely

\* Chanel Brown is the alternate for the Medical Records Coordinator in respect to having the authority to unlock/lock and track the medical records which may be contained for disclosure purposes in the medical records file cabinet in the PSIM Bureau.