

Recordkeeping

Occupational Hearing
Conservation

Why Are Records So Important

- It's the law!
- OSHA injury & illness reports
- Determining work-relatedness
- Worker compensation claims
- Program effectiveness reviews

Record Retention

	OSHA	Best Practice
Noise exposure	2 yrs	Duration of employment + 30 yrs
Audiometric data ★	Duration of employment	
Calibration data	Duration of employment	
Test room background noise	Duration of employment	

Other Records to Keep

- Employee training
- HPD use
- Program Evaluation
- Otoscopic findings
- Aural history
- OHC certification & training

Audiometric Records

- Safeguard the privacy and confidentiality of records



Best Practice:

- Treat audiograms as medical records
- Don't share individual hearing test results or medical history with management.
- Obtain and document consent of employee for release of individual, identifiable records to a third party.

HIPAA

- Health Insurance Portability & Accountability Act
 - Privacy rule for Protected Health Information (PHI)
- Some disagreement whether HIPAA applies to audiometric records
 - Best Practice: consider audiometric records as PHI and treat accordingly
