



## FEDERAL OCCUPATIONAL HEALTH

Improving the health, safety, and productivity of our Federal employees.



### TERMS TO KNOW

**Authority:** An individual or entity having the power, right or appointed control in a particular sphere through title, position, and/or granted jurisdiction.

**Bio-Psycho-Social Assessment:** A series of questions that seek to elicit information about a client's major physical (bio), psychological, and/or social issues or concerns.

**Breach:** An act of breaking or failing to observe a law, agreement, or code of conduct or a gap in a barrier, defense or security measure which is penetrated by an intruder.

**Clinical Service Record:** A detailed record of individualized clinical health services provided to an end-user client, including all forms documentation (e.g., signed informed consent, health service records received from primary care providers, outside physician's orders, etc.) obtained for use or reference while receiving clinical health services or occupational health surveillance testing in a FOH Occupational Health Center.

**EAP Case Management Record:** Written documentation that provides a brief description of the Employee Assistance Program (EAP) client's presenting problem(s), the clinician's assessment of the client's concerns, and steps taken and referrals given to help resolve the issue.

**Employee Health Record:** The complete documentation (whether digital or hard copy) of individualized occupational health services (clinical, health promotion and/or wellness/fitness services) provided to an end-user client, including information obtained about a client's health or medical history, clinician opinions and determinations, and program access specifications for the account under which the client's services are provided by FOH.

**Employee Medical File System (EMFS):** The federal agency's complete system (automated, microform, and/or paper records) for employee occupational medical records that is part of, but maintained separately from, the OPM Official Personnel Folder.

**Employee Medical File System Manager (EMFSM):** The federal agency's representative responsible for maintaining employee occupational medical records in the Employee Medical File System (EMFS).

**External Service Provider:** Professional health or fitness service provider or counselor that is not part of the FOH provider network.

**Group Health File:** Record of health services provided to a group of individuals in cases where individual charts are not created. These are not appropriate for services with occupational health significance where long-term access to medical records may be or become important, such as tuberculosis screening and hepatitis B vaccinations.

**Management Consultation Referral:** Consultation with a supervisor regarding an employee productivity issue with information on how to refer an employee to the Employee Assistance Program (EAP).



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**National Archives and Records Administration (NARA):** An independent agency of the United States government charged with preserving and documenting government and historical records officially designated as the repository of retired FOH employee health records, unless the agency's Employee File System Manager (EMFSM) directs records to be sent to another location.

**Personally Identifiable Information (PII):** Information which can be used to distinguish or trace an individual's identity, such as their name, Social Security number (SSN), biometric records, etc., alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (OMB Memorandum M-07-16: Safeguarding Against and Responding to the Breach of Personally Identifiable Information).

**Precipitating Event:** The incident or event which prompted a client to contact the Employee Assistance Program (EAP).

**Remote Contact:** Interaction with FOH service providers conducted either through internet interface, telephone conversation, teleconferencing, or an electronic application designed to run on smartphones, tablets, or other mobile devices.

**Treatment / Resolution Plan:** A plan for addressing a client's concerns including referral to appropriate supportive resources.

**Wellness/Fitness Record:** A detailed record of individualized wellness/fitness services provided to an end-user client, including all forms of documentation (e.g., signed informed consent, records received from primary care providers, outside physician's orders, etc.) obtained for use or reference while receiving wellness fitness services or fitness testing in an FOH Wellness/Fitness Center.