

ANNEX II

**PROPOSAL FOR IMPROVING CONFIDENTIAL MANAGEMENT
OF MEDICAL INFORMATION**

PERSONNEL ACTIONS REQUIRING MEDICAL INFORMATION/ CLEARANCE	ACTIONS/ INFORMATION HANDLED BY ADMINISTRATION	ACTIONS/ INFORMATION HANDLED BY MEDICAL STAFF	REINFORCEMENT OF EXISTING PRACTICES TO ENSURE CONFIDENTIALITY
<p>RECRUITMENT OF NEW STAFF*</p> <p>TRANSFER OF STAFF</p>	<p>1. Issuing recruitment/transfer clearance request</p> <p>4. Recruitment/ transfer approval</p> <p>DOES NOT CONTAIN MEDICAL INFORMATION/ DIAGNOSIS.</p>	<p>2. Preparing Medical Report and forwarding it to UN medical Services (Treating physician, UN Medical Dispensary Physician, UN Examining Physician)</p> <p>CONTAINS MEDICAL INFORMATION</p> <p>3. Giving recommendation/clearance on candidate's/staff members fitness to work (UN Medical Services) and forwarding medical clearance to administration.</p> <p>DOES NOT CONTAIN MEDICAL INFORMATION/ DIAGNOSIS.</p>	<p>ADMINISTRATION</p> <ul style="list-style-type: none"> • Only medical clearance request and UN Medical Services' clearance is to be kept in administrative files. • No copies of medical report/documentation should be kept in the chronological or staff member's file • Medical Reports should be sent directly to UN Medical Services. • If medical Report/Documentation is not received in a closed envelope, it should be immediately inserted in an envelope, closed and forwarded to the UN Medical Services • Staff member's UN agency may reimburse UN Physician for costs of sending medical reports/documentation by fax to UN Medical Service <p>MEDICAL</p> <ul style="list-style-type: none"> • <u>Medical report/documentation should be sent in a closed envelope directly to UN Medical Services by the examining physician.</u> • Examining Physician may directly send medical report/information to UN Medical Services private fax and claim reimbursement locally to the UN agency recruiting the candidate • Examining Physician may send the medical report/documentation by fax from the candidate's or staff member's UN agency directly to the UN Medical Services' private fax. <p>* Some organizations like WHO have delegated the authority to medically clear short-term staff for contracts less than 6 months to the Regional Physicians.</p>

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SICK LEAVE	<p>ADMINISTRATION:</p> <p>Monitoring number of sick leave days and maintaining leave records.</p> <p>DOES NOT CONTAIN MEDICAL INFORMATION/ DIAGNOSIS</p> <p>S/m should submit medical certificate (WITHOUT ANY DIAGNOSIS OR OTHER MEDICAL INFORMATION) to administration within 10 days and then administration transfers it to the UN Medical Services.</p> <p>DOES NOT CONTAIN MEDICAL INFORMATION/ DIAGNOSIS</p>	<p>MEDICAL STAFF:</p> <p>Case management in long term - disability cases</p> <p>Medical Services will request medical report from the treating physician and certify sick leave after 10 working days' absence.</p>	<p>ADMINISTRATION:</p> <ul style="list-style-type: none"> • Only leave records and medical certificates to be kept in administrative files. • No copies of medical report/documentation should be kept in the chronological or staff member's file • Medical Reports related to extended sick leaves should be sent directly to UN Medical Services • If medical Report/Documentation is not received in a closed envelope, it should be immediately inserted in an envelope, closed and forwarded to the UN Medical Services • Staff member's UN agency may reimburse UN Physician for costs of sending medical reports/documentation by fax to UN Medical Service <p>MEDICAL</p> <ul style="list-style-type: none"> • <u>All medical reports/documentation supporting sick leave should be forwarded in a closed envelope directly to UN Medical Services by the treating and/or UN examining physicians.</u>
MEDICAL EVACUATION*	<p>ADMINISTRATION</p> <p>4. Evacuation approval based on the existing staff rules after medical clearance.</p>	<p>MEDICAL STAFF</p> <p>1. Treating physician is giving a recommendation for medical evacuation</p> <p>2. UN Medical Dispensary</p>	(SAME AS RECRUITMENT AND TRANSFER)

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		<p>Physician and/or UN Examining Physician are preparing a medical report including the recommendation of the treating physician and forwarding it to the UN Medical Services</p> <p>3. Giving a clearance for medical evacuation (UN Medical Services)</p>	<p>* Some organizations like WHO have delegated the authority to clear medical evacuations to the Regional Physicians.</p>
DISABILITY BENEFITS FOR CHILDREN (Special education grants)	<p>ADMINISTRATION</p> <p>Disability request</p> <p>Disability approval</p>	<p>MEDICAL STAFF</p> <p>Medical Report</p> <p>Medical Recommendation</p>	(SAME AS RECRUITMENT AND TRANSFER)
INSURANCE CLAIMS (MIP)	<p>ADMINISTRATION:</p> <p>Locally administered insurance schemes;</p> <p>Screening the submitted claims (necessary forms filed, documentation attached,...)</p>	<p>MEDICAL STAFF:</p>	<p>ADMINISTRATION</p> <ul style="list-style-type: none"> • Heads of Office to ensure that staff members screening and approving claims are fully knowledgeable and aware of the confidentiality aspect • Least possible hands, preferably one person maximum two. • Once claim is reviewed and approved, envelope should be closed and an order for payment sent to local Finance. • Envelope may only be opened for audit purposes.

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	<p>Approving the claims (according to the criteria; locally customary services fees, etc.)</p> <p>Issuing payments</p>		