

Intermedix Training Center Management of Training Records

Purpose. The purpose of this policy is to establish a policies and procedures governing the creation, maintenance and disclosure of Learner records by the Intermedix Training Center .

Who is covered. This policy covers all Learner records created and maintained by the Intermedix Training Center. All employees, independent contractors and any other third parties in the delivery of training and exercise events shall follow this policy and the procedures set forth herein .

Policy and Procedures. It is the policy of the Intermedix Training Center to maintain accurate records for all Learners in such a way as to ensure accuracy of record data, support Learner need for access to record data, and to protect data from unauthorized disclosure.

Records management procedures are as follows:

- All Personally Identifiable Information shall be managed consistent with the ESI Privacy Practices Policy and its supplement for the Intermedix Training Center Programs.
- Learner information shall be promptly filed securely in electronic or paper format.
- Management of Learner records shall be held by the Training Manager and the VP of the Intermedix Training Center.
 - Where Learner information and/or records are collected or maintained electronically, only Training Manager and the VP of the Intermedix Training Center shall have credentials to access such Learner information. Where Learner information and/or records are filed in a cabinet, such cabinet shall be kept locked at all times.
 - Where Learner information is collected manually, such information shall only be collected by an instructor and such Learner information shall promptly be given to the Training Manager or VP of the Intermedix Training Center for processing and management.
 - Access to Learner information and records is on a "need to know" basis only.
- The Intermedix Training Center shall notify Learners of course outcomes, i.e. test results, CEUs awarded, certifications received, within 15 days of completion of training event.
- Subsequent requests for information about training event participation and outcomes must be made in writing by the Learner. Such requests may be sent to the VP of the Intermedix Training Center. The Intermedix Training Center shall use best efforts to respond to such requests within 10 days of receipt.
- Learner records shall be maintained by the Intermedix Training Center for a period of seven (7) years from date of Learner notification of outcomes.

Other References. Please consult the Intermedix Privacy Practices Policy and its supplement for Intermedix Training Center Programs for additional information and policies concerning the collection, use and protection of Personally Identifiable Information. Both policies are available from the VP of the Intermedix Training Center and on the Intermedix website.

Communication of this Policy. All instructors shall receive a written copy of this policy prior to initial training assignment for the Intermedix Training Center. Instructors will be asked to sign and date a copy of this policy, upon initial delivery, to acknowledge receipt and understanding of its terms. A copy of this policy also will be posted on the company intranet for reference and access by all employee trainers. This policy also will be incorporated into any agreements executed by Intermedix in support of the Intermedix Training Center training and exercise programs.