

Institute for Medical Research, Inc.	Employee Medical Examinations	No. 102	
		Effective Date 4/14/09	
		Revision Date 8-21-13	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

Purpose

To establish IMR's policy regarding medical examinations for employees or potential employees.

Scope

All IMR Employees or potential employees

Policy

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer of employment has been made, the applicant, or an employee, may be required to undergo a medical examination at IMR's expense by a health professional of IMR's choice. Employment and assignment of duties may be contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained in a locked cabinet in IMR's Administrative Offices. Personal Health Information will comply with HIPAA and access to this information will be limited to those who have a legal and legitimate need to know.