

75052 Employee Records

(a)

All clinics shall maintain current and accurate personnel records for all persons working with the clinic. The record shall include the person's full name, social security number, license, registration or certification number, if any, and date of expiration, employment classification, date of beginning employment, date of termination of employment and performance evaluations. Such records shall be retained for at least three years following termination of employment.

(b)

Employee personnel records shall be maintained in a confidential manner and shall be made available to representatives of the Department upon request in order to ensure compliance with the requirements of these regulations.