



TEXILA AMERICAN UNIVERSITY

College of Medicine

**Policy on Medical Student Access to Health Records
and Maintenance of Health Records**



Policy on Medical Student Access to Health Records

Table of Contents

1. Purpose
2. Scope
3. Policy Statement
4. Student Health Records
5. Student Rights to Access Health Records
6. Confidentiality and Disclosure
7. Separation from Academic Records
8. Restricted Access
9. Electronic Records and Security
10. Clinical Training Requirements
11. Retention and Disposal of Records
12. Breach Reporting
13. Related Policies



1. Purpose

Texila American University College of Medicine (TAUCOM) is committed to maintaining the confidentiality, integrity, security, and appropriate management of student health records. This policy establishes standards governing:

- Access to student health records;
- Collection, maintenance, storage, and retention of health records;
- Confidentiality and disclosure of student health information;
- Security of physical and electronic health records; and
- Separation of health records from academic and disciplinary records.

2. Scope

This policy applies to:

- All students enrolled at TAUCOM;
- Student Affairs personnel;
- Office of registrar
- Faculty and staff;
- Clinical training affiliates handling student health documentation; and
- All other authorized institutional personnel.

3. Policy Statement

TAUCOM maintains student health records in a confidential and secure manner in accordance with applicable institutional, legal, ethical, and accreditation standards.

Student health records shall be maintained separately from academic, admissions, assessment, financial, and disciplinary records.

Access to health records shall be limited only to authorized personnel with a legitimate educational, healthcare, safety, accommodation, compliance, or regulatory need.

4. Student Health Records

Student health records maintained by TAUCOM may include, but are not limited to:

- Immunization records
- Tuberculosis screening results
- Health insurance documentation
- Clinical clearance documentation
- Drug screening records
- Occupational exposure records
- Medical certificates
- Disability accommodation documentation
- Counseling or mental health documentation where applicable
- Other health-related documentation required for enrollment or clinical training.

5. Student Rights to Access Health Records

Students have the right to review and request copies of their own health records maintained by the institution.

Requests must be submitted in writing to the designated Student Affairs office. Appropriate identity verification may be required prior to release of records.

The institution may deny or limit access where disclosure is prohibited by law or where release may create a significant risk to the safety or wellbeing of the student or others.

6. Confidentiality and Disclosure



Student health records are strictly confidential and shall not be disclosed without the student's written consent except in the following circumstances:

- As required by law or regulation;
- For public health reporting requirements;
- During medical emergencies;
- For approved disability accommodations;
- For institutional or clinical training compliance requirements;
- To address safety concerns involving risk to self or others;
- Pursuant to lawful court orders or subpoenas; and
- For accreditation or regulatory review purposes where required.

Only the minimum necessary information shall be disclosed in any of the above circumstances.

7. Separation from Academic Records

Student health records shall be maintained separately from academic, admissions, assessment, financial, and disciplinary records.

Health information shall not be used in academic evaluation decisions except where health status directly affects fitness for clinical participation or patient safety.

8. Restricted Access

Access to student health records is limited to authorized personnel with a legitimate need directly related to healthcare delivery, student safety, disability accommodation, regulatory compliance, or clinical training requirements.

Faculty members involved in grading, promotion, assessment, or disciplinary decisions shall not routinely access student health records unless specifically required for approved accommodations, student safety, or institutional obligations.

9. Electronic Records and Security

TAUCOM shall maintain appropriate safeguards for the protection of student health records, including:

- **Password-protected systems:** Access to electronic health records is restricted by secure login credentials.
- **Role-based access controls:** Only personnel with an authorized role may access relevant records.
- **Secure electronic storage:** Both physical and electronic records are stored in secured, restricted environments.
- **Audit and monitoring:** Access logs are maintained and reviewed where applicable.
- **Confidential disposal:** Records are securely destroyed upon expiration of the applicable retention period.

Unauthorized access, disclosure, copying, or misuse of student health information may result in disciplinary action in accordance with TAUCOM's Student Code of Conduct.

10. Clinical Training Requirements

Students participating in clinical rotations may be required to provide health documentation to affiliated hospitals and clinical training sites.

Clinical affiliates may maintain separate health clearance documentation in accordance with their institutional requirements and applicable laws.

TAUCOM shall make reasonable efforts to ensure that affiliated sites maintain appropriate confidentiality and protection of student health information.

11. Retention and Disposal of Records

Student health records shall be retained in accordance with TAUCOM's institutional record retention policies and applicable legal or regulatory requirements.



Upon expiration of the retention period, records shall be securely destroyed in a manner that protects confidentiality.

12. Breach Reporting

Any suspected unauthorized access, disclosure, or breach involving student health records must be reported immediately to the appropriate institutional authority for investigation and corrective action.

TAUCOM shall investigate reported breaches promptly and implement corrective measures as necessary.

13. Related Policies

The following institutional policies should be read in conjunction with this policy:

- Student Mental Health and Wellbeing Policy
- Communicable Disease Policy
- Immunization Policy
- Physical Disability and Reasonable Accommodation Policy
- Special Education Needs and Disabilities (SEND) Policy
- Exposure to Infectious and Environmental Hazards Policy
- Student Confidentiality and Records Policy
- Student Code of Conduct

For the full policy, please visit the TAUCOM website: tau.edu.gy/handbooks-and-policies