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Thomas O. Forslund, Director **Governor Matthew H. Mead**

Memorandum

Date: February 20, 2014

To: Wyoming School District Superintendents and School Nurses

From: Wendy E. Braund, MD, MSEd, FACPM
State Health Officer and Senior Administrator
Public Health Division

Subject: Changes to Wyoming Immunization Registry Access for School Nurses

Ref: WB-2014-075

To ensure the Wyoming Department of Health is aligning with the Health Insurance Portability and Accountability Act (HIPAA) Omnibus Rule, Wyoming School Nurses must obtain parent/guardian agreement before accessing a student's immunization record within the Wyoming Immunization Registry (WyIR). No student record shall be accessed in the WyIR by a School Nurse without written or verbal parent/guardian agreement.

A Parent/Guardian Agreement Form for obtaining written parental agreement can be found on the Immunization Unit website at www.immunizewyoming.com. The signed agreements should then be filed in the student's school file. School Nurses receiving verbal agreement should document the agreement in the student's school record; completion of a Parent/Guardian Agreement Form following verbal consent is suggested (although not required) for verification purposes. The Immunization Unit will conduct audits to verify documentation of consent for a subset of students who were searched in the WyIR by a School Nurse to ensure he/she obtained parental agreement prior to accessing the record.

Failure to obtain parent/guardian agreement prior to accessing a student's record may result in a corrective action plan, which could include termination of the school nurse's access to the WyIR. The Immunization Unit is in the process of outlining an audit process to ensure compliance. The practice of obtaining this agreement should be in place by March 3, 2014, when the auditing policy is implemented.

The Wyoming Department of Health appreciates the partnership with School Nurses. We recognize this is an inconvenience and will continue to research options for School Nurse access. Please contact Lisa Wordeman at lisa.wordeman@wyo.gov or 307-777-6001 with any questions regarding this change. Thank you for your continued efforts to ensure compliance with federal law and the school immunization requirements.

c: Lisa Wordeman, Immunization Unit Manager

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