



EMPLOYEE CONFIDENTIALITY AGREEMENT

We as caregivers must take great pains to assure that confidential records are kept private. We are often trusted with the most intimate details in our patient's lives, and we must always maintain this information in complete privacy. Personal health information is protected by federal law, and failure to maintain privacy can be prosecuted severely.

Confidential information is broadly defined as being:

- any information relating to a patient's treatment, care, or condition (including but not limited to everything in their medical chart, any patient related phone conversations, any facsimile related to a patient, any non-recorded discussions related to a patient);
- personal and work related information in an employee's personnel record (including but not limited to an employee's salary or personal information);
- employer trade secrets and facility operations (including but not limited to policies, procedures, employee manuals, staffing information, equipment, property, documents, computer software, and log-in information such as passwords);
- any information referring to the private lives of any other employee or employer (such as vacation schedules, home phone numbers, e-mail addresses, and family information)

Because our medical record is maintained electronically, your username and password for accessing the medical record must also be kept private. If your log-in security becomes compromised, you must notify management so it can be changed.

By signing below, you accept the responsibility of keeping all confidential information private, and agree to never disclose confidential, professional, and personal health information in a way that violates our clinic, our colleagues, or the HIPPA privacy rules (Health Insurance Portability and Accountability Act of 1996). These rules have been provided for your review and are available at www.hhs.gov/ocr/hippa/. This agreement extends beyond the office walls, and beyond the employment period.

I understand that violation of confidentiality in any form represents grounds for disciplinary action up to and including termination of employment.

Signature

Date

Printed Name