



CONFIDENTIALITY AGREEMENT

(Please sign and return to HR for inclusion in your employee file)

Privacy and confidentiality have been, still are and always will be given a high priority for compliance at Cascade Medical.

Some areas are more vulnerable than others but each one of us must be acutely aware of the trust that is placed in us to maintain confidentiality of all information to which we have access. Remember: even when you have the ability to access confidential information, you do not necessarily have the right to do so. For example, an employee may be working with patient's medical records on a daily basis, therefore have access to these records whenever needed. However, this does not give them the right to access a family member or neighbor's record just because they can. Employees with access to the ER records do not have a right to pass on any of that information within or outside the facility.

We have seen an increase in patient sensitivity with respect to protecting their right to privacy. This need does not stop at the patient's medical record. It is at risk whenever a client makes contact with the facility, and more often than not it is in an area or situation where a thoughtless comment or deed can result in a very real patient concern. Hallways, reception/admitting, nursing stations and elevators are prime areas for indiscretions, both verbal and when sensitive information is exposed to unauthorized viewing.

Those working with the electronic transfer and/or receipt of information and records have special priorities for maintaining privacy – i.e. accuracy of fax numbers, use of strong passwords that are never shared, and access codes that are not shared.

Fortunately some patients will come to us with their concerns. Others will simply withdraw from CM. There is also the risk of litigation. Breach of confidentiality will be viewed seriously (see employee handbook).

Assess your work area for the greatest risks and make a conscious decision to deal with these potential problems. Personal comments about patients should never be made – if in doubt, don't say it. Patients hear these comments and voice the concern that they will be the next topic of conversation when they are not around.

Help make CM a "safe" place in which patients can feel comfortable placing their trust.

- I understand that I am only to access confidential patient and organizational information in order to perform my duties.
- I agree to institute appropriate procedures for safeguarding such information and will hold such information in confidence.
- I recognize that any unauthorized disclosure of such information is a federal criminal offense, and any violation of the confidentiality of information may result in punitive action.

Employee/Volunteer Signature

Date

Revised 9/2013