

Non-Employee Statement of Confidentiality

In the normal course of business, any person connected with an organization has the potential to come into contact with confidential information. In some cases, exposure to such information is coincidental or incidental; in others it is an integral part of the job or function. This information may be personal, clinical, financial, or other. It may be computerized (that is, in electronic form), or in hard copy, or even oral in nature.

Examples of such confidential information include, but are not limited to: medical records, employee records, financial records and reports, information distributed to committee members to inform deliberation and decision making, and information found accidentally. It also includes information gained through discussion on committees, from employees, from patients and their families or friends, from external agencies, the media, or the medical staff, and so on.

It is the policy of Feather River Hospital to maintain confidential information in strict confidence, both while at work and off duty. Therefore, all volunteers, physicians, board members, students, contractors and others who have access to confidential information are prohibited from disclosing such information in any unauthorized manner. They must use this information only in ways that are consistent with this commitment to confidentiality. Consistent with the principle of “need to know,” it is also incumbent on all who are exposed to confidential information to see that they use only as much of such information as is needed to do their job or perform their function.

It is the responsibility of any who have contact with confidential information to preserve such records against loss, destruction, tampering and inappropriate access and use, including inappropriate disposal.

Any breach of confidentiality represents a failure to meet the legal, professional, and ethical standards expected, and constitutes a violation of this policy. A breach need not take the form of a deliberate attempt to violate confidentiality, but includes any unnecessary or unauthorized use or disclosure of confidential information—due to carelessness, curiosity or concern, or for personal gain or malice, including but not restricted to informal discussion. Such breaches may result in discipline and/or civil or criminal penalties.

Confidentiality Agreement

I understand the above statement of confidentiality and agree to fulfill its expectations in my treatment of confidential information. Further, I understand that a violation of this commitment to confidentiality will result in consequences. I understand that I could also be subject to legal action.

Print Name

Date

Signature

Name of Program