



## CONFIDENTIALITY

Confidential information is defined as any information found in a patient's medical or financial records, personal and work-related information in an employee's personnel record, as well as an employee's salary. All information related to a patient's care, treatment or condition constitutes confidential information. Employees, interns, externs or trainee shall **never** discuss a patient's medical condition with other personnel, friends or family. Confidential matters should not be topics for conversation at breaks or anywhere in the Clinic where they might be overheard. A patient's presence in the Clinic could also indicate the nature of patient's illness and therefore should not be disclosed without proper authorization.

Patient records should not be released without receiving proper consent from the patient or a properly executed subpoena.

Do not leave confidential or other sensitive documents out in the open or unsecured or on a computer screen where the information could be viewed by patients or guests of the Clinic.

Dispose of confidential or sensitive information properly.

Any employee, intern, extern, or trainee who violates the confidentiality of medical, financial or employee-related information is subject to serious disciplinary action, up to and including termination from employment or dismissal from internship.

The following information, in whole or part, is also considered confidential or a trade secret of this Clinic's operation:

1. Clinic operations
2. Forms, documents and handouts.
3. Policy and Procedure Manuals
4. Staffing information
5. Computer software
6. Equipment, property and supplies.

Since all employees have free access to confidential patient information, Clinic information and trade secrets, all employees and designees (interns, externs, trainees, etc.) will be required to sign an acknowledgment of confidentiality which states, in part, that the employee or designee received a copy of, read, understands and agrees to uphold the provisions of this policy. The signed Acknowledgement of Confidentiality of Revere Health Operations Statement will be kept on file in Administration.

### Acknowledgment of Confidentiality Policy

I have received a copy of, read, understand and agree to uphold the written policy on matters of confidential information and trade secrets as listed in the policy. I also understand that in my daily job duties I will have access to confidential Clinic information and any violation of confidentiality, in whole or in part, could result in progressive disciplinary action, up to and including termination and/or legal action.

\_\_\_\_\_  
**Applicant's Signature**

By typing my name above, I agree that my electronic signature is the legally binding equivalent to my handwritten signature.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**