



St. Mary's Health Clinics

A Ministry of the Sisters of St. Joseph of Carondelet

CONFIDENTIALITY AGREEMENT

As an employee or volunteer of St. Mary's Health Clinics, you or your representatives may have access to patient, medical record, employee or other confidential information. As a condition to being granted such access, you are required to agree to the following:

I understand that in the course of my working relationship with St. Mary's Health Clinics, I share the responsibility of maintaining the confidentiality of any patient, medical record or employee information that I may have available to me. I understand that it is my responsibility to follow St. Mary's Health Clinics policies and procedures as they relate to the assurance of patient rights and the confidentiality of information both written and verbal.

Computer Systems:

I understand that I may receive a unique User-Id and a personal password necessary for me to gain access to a St. Mary's Health Clinics computerized system. I understand and agree that both the User-id and my Password are for my own personal use and are not to be disclosed to or used by third parties. If at any time I feel that the confidentiality of my User-id or password has been compromised, I will contact appropriate management (St. Mary's Health Clinics employee that approved your access) for direction within 24 hours.

Conduct and Confidentiality:

I understand that I must maintain the confidentiality of any written or oral patient, medical record or employee information that I have access to or view as a result of my working relationship with St. Mary's Health Clinics. I understand that the release of patient, medical record or employee information of any kind is only allowed by St. Mary's Health Clinics policy guidelines. If I am uncertain or do not understand the St. Mary's Health Clinics policy guidelines, I will contact the appropriate St. Mary's Health Clinics manager (St. Mary's Health Clinics employee that approved your access) for assistance and direction within 24 hours. I agree to only release patient, medical record or employee information under the St. Mary's Health Clinics policy guidelines or as required by law.

Patient, Medical Records and Employee/Volunteer Information:

I acknowledge that all information involving patients, medical records and employee/volunteer information is private and confidential. I agree that I shall access only that data necessary for the proper performance of my job responsibilities under my business relationship with St. Mary's Health Clinics. I further agree to keep confidential any and all information that I access, receive or transcribe, and not to disclose any such information to third parties. I am aware that, unless specifically identified as part of my job by St. Mary's Health Clinics, I am not authorized to discuss any information concerning a patient or employee's personal data or medical condition. I am responsible for ensuring that discussions regarding patient, medical record and employee information are held in appropriate locations with only authorized individuals.

Any unauthorized disclosure on my part or my representatives will be a very serious offense to St. Mary's Health Clinics. Such unauthorized disclosure may result in St. Mary's Health Clinics repossession of all of my or my representative's access to patient, medical record and employee information, St. Mary's Health Clinics may also act up to and including termination of my relationship with St. Mary's Health Clinics and asserting its full rights under the law.

Signature

Date

Printed Name