

EXAMPLE - Employee Confidentiality statement

Statement of confidentiality

Information concerning patients is strictly confidential. At no time should patient information be discussed during casual conversation or with any unauthorized persons. Unauthorized release of confidential information is very serious and may involve the offender and the medical office in litigation.

In general, authorized persons to receive information on patients include only 1) those who have written consent of the patient, 2) physicians and personnel involved in the diagnosis, evaluation or treatment of the patient, or 3) health plan personnel involved in quality or utilization activities.

Examples of a breach of confidentiality include:

- Discussing a patient's condition or treatment when it is not necessary for their care
- Naming a patient and their condition in a public setting
- Speaking of a patient within hearing of other patients or other unauthorized persons
- Reading a patient's chart when not related to their care
- Reading correspondence or information related to a patient or employee and/or discussing that information with others

Examples of poor sensitivity to patients that could be construed as a breach of confidentiality:

- ✓ Asking loudly in the waiting room about a patient's condition, treatment, etc.
- ✓ Making light of a patient's condition or personal characteristics
- ✓ Discussing the personal matters of another employee within hearing of staff or patients

I, the undersigned, do hereby agree not to divulge, discuss or use any confidential information obtained from my association with and/or during my employment with insert office name. This is a statement of my understanding of the importance of confidentiality in all areas of medical care, and that any violation on my part may be grounds for termination.

Employee signature

Supervisor signature

Date

Date