



### Confidentiality Agreement

“It is the policy of \_\_\_\_\_ hospital (or clinic) to maintain confidential information in strict confidence, both while at work and off duty. Therefore, all employees, 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.”

“ \_\_\_\_\_ hospital or clinic treats the protected health information (PHI) of patients and members with special care. There are numerous Federal and state laws that protect the privacy and security of a patient’s information including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH).” Our facility has a legal and ethical responsibility to safeguard and to protect all confidential information. Confidential information includes patient information, employee information, business information, financial information and other information relating to this health care facility. In the course of my employment and/or voluntary association with x clinic or hospital I understand that I will come into contact with confidential information. Confidential information may be spoken, written or electronic. The purpose of this agreement is to clarify my duties regarding confidential information. I understand that I will not share any confidential information.”

Summary of HIPAA:

<https://www.hhs.gov/sites/default/files/privacysummary.pdf>

Washington State WAC [70.02.020](#)

I have read and understand the above and agree to abide by strict confidentiality requirements.

<u>Print name</u>	<u>Signature</u>	<u>Date</u>