

ENLOE MEDICAL CENTER

EMPLOYEE & VOLUNTEER STATEMENT OF CONFIDENTIALITY

The protection of confidential, sensitive and medical information about patients and other employees is of critical importance to the Medical Center, its staff and patients. Employment may involve access to data or information that is confidential according to both federal and state law. Accordingly, for legal and ethical purposes, it is essential that all employees and volunteers safeguard confidential information during and after employment at any Enloe Medical Center facility, department or service.

The following statements offer guidelines, but may not cover all situations. Employees and volunteers must always use discretion in confidential matters.

- Do not discuss any current or former patient with anyone, in or out of the Medical Center, with the exception of the authorized professional exchange of information. Additionally, transmission, narration, or use of current or former patient information is strictly forbidden, except in the course of authorized business.
- Employees and volunteers are not to disclose any confidential information to unauthorized personnel, discuss information that is available in Medical Center files, or discuss privileged or sensitive information (either inside or outside the Medical Center).
- Any employee or volunteer approached by an attorney or other individual requesting confidential information must direct any and all questions the attorney or individual may have to Risk Management. Further contact, if appropriate, will be arranged through and handled by Risk Management. Requests for Medical Record information will be handled by the Medical Records department.
- Inquiries from the press, radio and television must be directed to the Public Relations department between 8:00 a.m. to 6:00 p.m. and the Nursing Administrative House Supervisor from 6:00 p.m. to 8:00 a.m. All non-patient related inquiries from sources outside Enloe Medical Center must be directed to the Public Relations department.
- Employee information, information regarding the medical staff, or Enloe Medical Center's financial information is expected to be accorded the same respect and treated with confidentiality in the same manner as that of patient information.
- Confidential information stored in files, records, computers, etc., must be secured in a locked area, or secured by a password. Documents containing confidential information must be discarded by shredding, or placing in designated trash receptacles in controlled work areas (not in patient rooms or public areas). General trash is then removed and compacted to ensure confidentiality for all sites.

I understand that a breach of such confidentiality may be subject to legal penalties as governed by applicable state or federal laws.

I further understand a breach of confidentiality may result in disciplinary action up to and including immediate discharge from the Medical Center.

I have read the above statement, understand its significance and importance, and agree to abide by it.

Name (please print)

Signature

Date