

COMMUNITY HEALTH *Care*

Confidentiality Agreement

All information relating to personal facts, circumstances, medical history, or any related information about recipients of Community Health Care **services including whether they have been a patient** shall not be used for any reason other than patient care or related business. Such information shall not be divulged without the individuals' express written consent, except as may be required by law or regulation.

Information relating to employee files, employee complaints or grievances, disciplinary issues, information obtained through background or employment checks, medical history or other confidential information concerning the employees of Community Health Care shall also not be divulged without the written consent of the employee. Supervisors may have access to certain information in an employee's personnel file when a "need to know" can be demonstrated.

Confidential information relating to the employer, Community Health Care, including but not limited to materials, protocols, client lists, budgetary information, productivity information, documents regarding operating systems, procedures or other organizational documents shall not be divulged without the consent of an authorized representative of Community Health Care.

Violation of a patient's, an employee's or the employer's confidentiality is grounds for implementing corrective action, up to and including termination.

I have read, understand, and agree to abide by the Confidentiality Standards of the Agency.

Signature

Date

Print Name