

## **CONFIDENTIALITY AGREEMENT**

Confidentiality is a necessary element of a medical clinic. All workforce members have a responsibility to safeguard medical and business information. With respect to the relationship between a provider and his/her patient, that relationship is a very personal one and is considered strictly confidential, both ethically and legally.

The value and sensitivity of information, that includes financial and patient identifiable information from any source or in any form (e.g., oral, written, electronic, overheard, observed), is protected by law and by the policies of Cardiology Associates of North Mississippi, P.A.

The following points of confidentiality are required to be observed by all members of the workforce:

1. No member of the workforce should access protected health information for personal reasons. Health information should be accessed by authorized personnel only and only that portion that needs to be accessed in order to complete the job being performed. Access to patient information is limited to individuals with a legitimate “need to know” in order to perform specific job duties.
2. Sign-on codes or passwords assigned should not be disclosed to other members of the workforce or individuals.
3. No member of the workforce shall discuss a patient’s medical condition with others when the discussion is not in the line of assigned duties. Discussion of confidential information with anyone other than the authorized personnel of the Clinic / individuals involved in a patient’s care is prohibited.
4. It is the absolute responsibility of each member of the workforce to maintain the patient’s trust by safeguarding medical and other personal information obtained in the treatment process.
5. Disclosure of confidential information is prohibited indefinitely, even after termination of employment.

## **ACKNOWLEDGMENT**

I hereby acknowledge that I have read the confidentiality requirements, and I understand that I must abide by these provisions. Violations of the above terms will constitute grounds for disciplinary action, up to and including termination and/or legal action.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

Revised 10/2022