

SKAGIT REGIONAL HEALTH

SKAGIT VALLEY HOSPITAL
SKAGIT REGIONAL CLINICS
CASCADE VALLEY HOSPITAL

**Skagit Regional Health
Confidentiality and Compliance**

It is the policy of Skagit Regional Health ("SRH") to respect the right of confidentiality for all of our patients and employees and to insist that all employees and other members of the workforce, or others with access to patient Confidential Information and Protected Health Information at SRH strictly maintain the confidentiality and integrity of this information. "Confidential Information" includes all facts relating to the patient's medical care (past, present or future), including oral information, written information and any computerized records or data. "Confidential Information" also includes patient financial information, employee records (medical or otherwise) and any other information of a private or sensitive nature at SRH, including financial and operating information of SRH.

SRH is also committed to operating its facilities and services at all times in compliance with all applicable State and Federal laws, rules and regulations, including those related to patient privacy.

1. I understand that I may only access Confidential Information and Protected Health Information as necessary to perform my specific job-related responsibilities at SRH. I agree not to disclose, communicate, or use any Confidential Information in any manner whatsoever other than in the scope of those services and only to others who have a legitimate need to know any Confidential Information.

2. Examples of breaches of my obligations regarding Confidential Information include:

- a) Discussing or revealing Confidential Information and Protected Health Information to friends or family members.
- b) Discussing or revealing Confidential Information and Protected Health Information to other employees without a legitimate need to know the information.
- c) Discussing or revealing Confidential Information and Protected Health Information in conversations in public places, including reception areas, hallways, elevators, etc.
- d) Reading all or any portion of a patient's chart or accessing a patient's electronic medical record or other clinical data without a legitimate need to do so. *Note: computer access to medical records is tracked by SRM as required by HIPAA.*
- e) Reading all or any portion of an employee's Confidential Information or accessing electronic or other data without a legitimate need to do so.
- f) Inquiring as to the condition or treatment of a patient without a legitimate need to know, as involved in their care.

3. I also acknowledge that electronic computerized patient records and other electronic data create additional risks as to the privacy and security of Confidential Information. I agree to follow all policies and procedures adopted by SRH regarding access to Confidential Information. I acknowledge that my unique computer access codes cannot be shared or delegated for use to anyone and that SRH will deem data accessed or web sites visited using my access code to have been accessed by me.

4. I am familiar with the policies, procedures and guidelines in place at SRH pertaining to the use and disclosure of patient health information and other Confidential Information and Protected Health Information. I will at all times adhere to these guidelines. Approval should first be obtained from the SRH Privacy Officer, or if unavailable, the Release of Information Specialist in the Health Information Management Department before any disclosure of patient information or other Confidential Information in a manner not specifically addressed in the guidelines and policies and procedures of SRH.

5. I understand that the unauthorized disclosure of Protected Health Information and other Confidential Information by me can subject SRH and me to civil and, under certain circumstances, criminal liability under State and Federal law.

6. If I observe or have knowledge of (i) any unauthorized release of Protected Health Information and Confidential Information from SRH or (ii) any practice or incident that I believe to be out of compliance with any law or regulation, I must immediately report this to the SRH Privacy Officer. It is SRH's policy to encourage open communication between employees and the Compliance Officer and to prohibit any retaliation at SRH facilities in connection with requesting assistance from, or reporting to, the Compliance Officer concerning any suspected improper activities.

7. I have read and agree to strictly adhere to this confidentiality and compliance statement. In the case of SRH employees, violation of my obligations related to these matters will subject me to disciplinary action, which may include immediate dismissal from my employment. I understand that this signed statement will be part of my employment record at SRH. If I have access to Confidential Information through arrangements with SRH other than as an employee, violation of my obligations hereunder may result in the immediate termination of my or my employer's relationship with SRH, and other sanctions under State and Federal law.

8. Termination does not relieve me of my obligation to continue to protect confidential patient health information.

S8000
05/2017

[Redacted Signature Line]

Signature

[Redacted Name Line]

Print
name

[Redacted Date Line]

Dated

