

Policy Number: 3.12
Effective: 5/89

SUBJECT

CONFIDENTIALITY

PURPOSE

To define policies regarding confidential information which includes information gained by examination, treatment, observation, conversation or review of medical records, personnel records, and computerized data.

FOCUS

All Akron General.

FORMS

Confidentiality Policy Acknowledgement

POLICY

- I. Akron General Medical Center recognizes the inherent rights of all individuals to privacy. This includes patients and families, employees and physicians.
- II. Access to or disclosure of patient, physician, employee, payor, or managed care organization information will be granted only when such information is necessary to carry out job duties.
- III. Necessary exchange of confidential information shall be conducted in a manner which promotes privacy and prevents unauthorized disclosure. Discussion of confidential information in public places, such as elevators, cafeteria, snack shop, etc., is prohibited.
- IV. An employee's relationship to or familiarity with a patient does not justify intentional unauthorized access to information. As an example, unauthorized visits to hospitalized co-workers or review of medical records of employees, families or friends are prohibited.
- V. Unauthorized access, release, use or possession of confidential information by Akron General employees is considered a major work rule violation (reference HR Policy 9.7) and will result in disciplinary action, up to and including discharge. This includes violations of HIPAA regulations (reference Administrative Policy Manual).
- VI. Hospital policy regarding confidentiality is reviewed annually and affirmed by each employee at the time of his/her annual performance review.
- VII. Hospital departments may develop more specific departmental policies regarding confidentiality consistent with this policy.

Reviewed: 6/91 5/93 7/99 5/01 10/03 5/05

Revised: 5/89 7/96 5/02 _____

CONFIDENTIALITY POLICY ACKNOWLEDGEMENT

I have read the Policy of Confidentiality, have had the opportunity to ask questions I may have and fully understand Akron General's expectations of me on this subject. I also understand AGMC's policy with regard to prevailing HIPAA regulations.

Employee Name (please print)

Employee Signature

Employee ID#

Date