



CONFIDENTIALITY

Dear Fellow Employee,

As healthcare workers we have access to confidential information regarding our patients. We may be aware of very private patient information such as the patient's diagnosis, health problems, emotional and family problems, facts about the patient's treatment and thoughts or feelings the patient shares with us.

It is our responsibility to respect our patients and keep this privileged information private. We must NEVER discuss our patients or their problems with friends or family. There are laws to protect the patient's right to privacy. The right to privacy means the right not to have confidential information revealed.

As patients get to know you, they may tell you very personal things; they will trust you to respect their privacy. A patient may tell you something that could be important to their case. If so, you must report the information and explain to the patient why it is necessary to share this privileged information with your supervisor, e.g.:

- The information affects the patient's care
- The patient may be injured.
- The information will help others to plan or give better care.

GENERAL GUIDELINES

1. Do not talk about one patient to another patient.
2. Do not discuss confidential patient information with the patient's family or friends.
3. Do not talk about your patients in public places. Patient information should be shared only in places such as your Agency's Office.
4. Do not gossip about your patients.
5. Do not discuss one patient with another patient.

Your patient trusts you. It is your responsibility to respect that trust and safeguard his/her to privacy.

If you have any questions, please contact the office. Thank you for your cooperation.

Employee Signature

Title

Date

*Post Office Box 396
Middletown, NY 10940-0396*

*Toll Free – (877) 343-0808
Office – (845) 343-0808
Toll Free Fax – (877) 342-2496*

Information@medicalstaffingresource.com