MODEL EMPLOYEE CONFIDENTIALITY AGREEMENT

Regardless of whether you are a HIPAA covered entity, if you employ others in your practice, they should be asked to sign a confidentiality agreement acknowledging their obligation to maintain the privacy of patient information. It is recommended that this be reviewed with your employees on a yearly basis.

Employee Confidentiality Agreement

Confidential patient information includes **any** information about a patient or a patient's care regardless of whether it is written, observed, or overheard. Confidential information may not be disclosed without the express permission of _____ [name of person who approves requests for release of information] or under his/her direction.

Examples of unauthorized use/disclosure of confidential information include but are not limited to:

- Revealing the fact that an individual is a patient of the practice
- Discussing a patient with anyone within the office who does not need that information to perform his or her job.
- Discussing a patient with anyone outside of the office including spouses, family members, and friends
- Reading a patient's chart without a legitimate treatment and or business purpose
- Posting information about a patient (even without the patient's name) on any form of social media
- Leaving a patient's chart or other information where it may be viewed by others.
- Discussing a patient within earshot of those not authorized to receive patient information including coworkers and other patients.
- Providing another person with your user ID, passcodes, or similar system access information

I understand that the unauthorized use/disclosure of confidential patient information may be grounds for discipline and/or immediate termination. I further understand that this obligation will continue even after my employment here has ended.

_____	_____
Employee Signature	Supervisor Signature
_____	_____
Date	Date

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