

Confidentiality

Confidential information is not to be discussed with or released to anyone outside the organization and should be discussed within the organization only on a “need to know” basis. Confidential information includes client information, committee records, and information concerning employees. Employees have a responsibility to avoid unnecessary disclosure of non-confidential and internal clinic information as well. This responsibility is not intended to impede normal business communications and relationships but is intended to alert employees to their obligation to safeguard confidential information.

Health Information Portability & Accountability Act (HIPAA)

This Notice of Privacy Practices is provided to all patients and volunteers in compliance with the *HIPAA* laws of patient privacy.

This Notice of Privacy Practices identifies:

1. How medical information about patients may be used or disclosed.
2. The patient’s rights to access medical information; and request additional restrictions on uses and disclosures of their medical information.
3. The patient’s rights to privacy and confidentiality.
4. The volunteer’s understanding and protection of the patient’s right to privacy and confidentiality about his/her medical condition and records.

The undersigned certifies that he/she has read the foregoing and understands he/she must be in compliance with the HIPAA laws of Privacy while working as a volunteer at Julia’s Clinic. I have been informed of the laws and regulation of the State of Texas which apply to the disclosure of confidential medical information and agree to comply with these laws. I understand that failure to comply with these regulations may result in criminal prosecution.

Name (Print)_____

Signed_____ Date_____

Witness_____ Date_____