



## Confidentiality Agreement for Non-Employees and Students

Visiting Nurse Service of New York (VNSNY) complies with all state and federal laws governing confidentiality of patient information including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### **Protected Health Information**

VNSNY fosters the trust of our patients and customers by safeguarding all patient information. This includes maintaining the confidentiality of documents and exercising discretion in patient-related discussions or in the presence of other people. Unauthorized copying and/or removal of records are prohibited. Protected health information will be utilized in a manner that protects confidentiality at all times. It is everyone's responsibility to ensure that all written, electronic and oral protected health information is safeguarded.

VNSNY is committed to preventing inappropriate or unauthorized use or disclosure of any information that is patient-related. This includes disclosure of any and all protected health information to an external individual or entity. Indiscriminate use or disclosure of protected health or confidential information is strictly prohibited.

Health information for patients with a diagnosis of HIV or AIDS, health information from federally assisted alcohol or drug treatment programs, mental health services or care delivered to minors are all subject to special protection under state and federal legislation. These circumstances require special confidentiality protection and demand specific authorization(s). No information is to be disclosed without express authorization and approval from VNSNY management and the patient or legal representative.

The VNSNY Notice of Privacy Practices describes the way protected health information may be used and disclosed by VNSNY. All patients receive a copy of the notice at admission and a copy is available to you upon request.

### **Other Confidential Information**

Individuals who are not employees may be given access to VNSNY information. This information may include, but is not limited to the following: policies and procedures, strategic plans, financial and statistical records, marketing strategies and activities, product development, internal memos, agency concepts, operational techniques, methodologies, electronic data and information. All of this information is deemed to be the corporate property of VNSNY and cannot be shared without written authorization.

VNSNY is committed to keeping all health information and proprietary information confidential. Your participation is required in meeting that goal.

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***I have read and understand the above statements and agree to abide by them.***

Signature \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_