

UTAH NAVAJO HEALTH SYSTEM

CONFIDENTIALITY AGREEMENT

STATEMENT OF PRINCIPAL:

Patient and employee information from any source and in any form is confidential. This includes information that is seen on paper, heard, or read in computers. I shall protect the privacy and confidentiality of patient and employee information. Access to this information is allowed ONLY if I need to know it to do my job.

In my job, I may see, read or hear about confidential information about people who may include the following:

- Patients and/or Family members:
Patients Records, Conversation, Financial Information
- Employees, Volunteers, Students, Contactors, Consultants, Partners:
Disciplinary Actions, Employment Records, Salaries
- Business Information:
Financial Records, Reports, Memos, Contracts, Computer Programs, Technology
- Third Parties:
Vendor Contracts, Computer Programs, Technology.
- Operations Improvement, Continuous Quality Improvement, Peer Review:
Reports, Presentations, Survey Results

I AGREE TO THE FOLLOWING:

1. **I WILL** protect the privacy of our patients and employees.
2. **I KNOW** that confidential information I learn on the job does not belong to me.
3. **I WILL NOT** show, tell copy, give, sell, review, changes or destroy any confidential information unless it is Part of job. If it is part of my job to do any of these tasks, I will follow the correct department procedure (such as shredding confidential papers before throwing them away).
4. **I WILL ONLY** access information I need to do my job.
5. **I WILL NOT** misuse or be careless with confidential information.
6. **I WILL NOT** share any confidential information even if I am no longer a Utah Navajo Health System employee.
7. **I KNOW** that my access to confidential information may be audited.
8. **I WILL NOT** make unauthorized copies of documents or computer software.
9. **I AM RESPONSIBLE** for any misuse or confidential information.
10. **I WILL KEEP** my computer password secret and I will not share it with anyone.
11. **I WILL NOT** use anyone else's password to access any Utah Navajo Health System computer systems.
12. **I AM RESPONSIBLE** for any access using my password.
13. **I KNOW** that Utah Navajo Health System may take away my building, secure area or computer access at any time.
14. **I WILL** tell my supervisor if I think someone knows or is using my password.
15. **I AM RESPONSIBLE** for my failure to protect my password and other access to confidential information.

Failure to comply with this agreement may result in the termination of my employment at Utah Navajo Health System and/or civil or criminal legal penalties. By signing this Confidentiality Agreement, I agree that I have read, understand and will comply with agreement.

Signature

Date

Print Full Name

Department

Phone

Address

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BREACH OF CONFIDENTIALITY

WHAT AN EMPLOYEE SHOULD NOT DO

Below are examples of possible breaches of confidentiality covered by the UNHS Confidentiality Agreement and the UNHS Policies and Procedures. Examples of all possible breaches of confidentiality are not included.

General Information

- ☐ Unauthorized reading of patient medical record
- ☐ Unauthorized reading of patient account information
- ☐ Accessing information on yourself, your children, your family, friends or co-workers
- ☐ Sharing, copying or changing information without proper authorization
- ☐ Making unauthorized marks on a medical record
- ☐ Making unauthorized changes to an employee file.
- ☐ Discussing confidential information in a public area such as a waiting room, hallway, elevator or areas out in the community.

Signature

Date

Computer System Information Access

- ☐ Sharing your computer system password with a co-worker so that he or she can log on to your work
- ☐ Giving access codes for employee files or patient accounts to an unauthorized person
- ☐ Leaving a secured application unattended with signed on
- ☐ Allowing a co-worker to use your secured application for which he/she does not have a code after you have logged on
- ☐ Using a co-worker's password to log on to the facility computer system
- ☐ Unauthorized use of a log-in code to access employee files or patient accounts
- ☐ Using a co-worker's application for which you do not have a password after he/she is logged on

Signature

Date