

ELLIOT HEALTH SYSTEM

TITLE: Confidential Information
APPROVED BY: Sabrina Granville, VP Human Resources
EFFECTIVE DATE: 10/1/2012
APPLIES TO: All Elliot Health System (EHS) Employees

POLICY STATEMENT

CONFIDENTIAL INFORMATION

Elliot Health System (EHS) trusts employees with a wide spectrum of information. Therefore, we all share responsibility of keeping this information confidential. Upon accepting employment with EHS, employees are asked to sign an employee's agreement, which states that you will not disclose or use any confidential information, either during or after your employment. If you have not signed an employee's agreement, you are still required to maintain confidential information.

Examples of confidential information, but not limited to, are listed below:

- Any patient's information such as any personal information as well as care provided at EHS.
- Employee information such as rate of pay and personal information may not be shared without employee's permission.
- EHS research plans, projects, data and reports.
- Computer materials, such as programs and systems.

In addition EHS has policies and procedures in place to ensure that we are in compliance with the Health Insurance Portability and Accountability Act (HIPAA). The scope of this Act includes maintaining the confidentiality and privacy of health-care information that is in paper form or electronically collected, maintained, stored and transmitted. All employees are required to comply with these regulations, as well as the policies and procedures put in place by EHS.

Any violations of this law may result in disciplinary action, up to and including termination.

CUSTODIAL MANAGER: Director of Talent Management
KEYWORDS:
REFERENCES: n/a
ATTACHMENTS: none