



Confidentiality of Protected Healthcare Information
Health Insurance Portability and Accountability Act of 1996 (HIPAA)

- 1) Confidentiality of patient healthcare information is important to the patient, the facility, and the Agency Healthcare Provider (AHP). AHP's should never talk about the patients they see in the Participating Institutions (PI) to anyone that is not also involved in caring for that patient.

- 2) Many laws require providers to maintain the confidentiality of healthcare information; including professional standards of ethics, state laws, and federal laws. New regulations under a federal law called the Health Insurance Portability and Accountability Act (HIPAA) require healthcare providers to protect the confidentiality of healthcare information and give patients new rights about their healthcare information.

- 3) These new HIPAA regulations – called the Privacy Standards – protect healthcare information, whether it is written, electronic, or oral information.

- 4) The Privacy Standards require (PI's) to have the policies and procedures about how a patient's healthcare information is used internally and how that healthcare information is released to others outside the (PI). The (AHP) must follow the Institution's policies about how to handle healthcare information. In general, (AHP's) only should use patient healthcare information to assist in the treatment of a patient, and should never release patient healthcare information outside the (PI). If there is a need for the AHP to release patient healthcare information outside the (PI), the (AHP) must get advance approval from his or her supervisor at the (PI).

- 5) Patients have new rights under the Privacy Standards, including the right to access their own healthcare information, the right to ask for changes to that information, the right to a list of releases the institution makes, a right to ask the institution to change the way it handles a specific patient's information, and a right to communicate in a confidential way. (AHP's) should find out who they refer patients to if the patients have questions about these rights.

- 6) The government has the power to impose civil money fines and criminal penalties on (AHP's) and (PI's) that violate the Privacy Standards. If an (AHP) violates the (PI's) policies or procedures regarding the confidentiality of healthcare information, it can constitute grounds for dismissal from a Participating Institution.

Initial Here



Acknowledgement of Confidentiality of Patient Healthcare Information

I, _____, recognize and acknowledge that in the performance of my duties as an agent for **Acute Nursing Solutions, LLC**, I will be working with confidential information. I agree to keep all information in strict confidence and will not at any time, during or after my professional relationship with **Acute Nursing Solutions, LLC**, disclose or disseminate any confidential information that I may be exposed to as a result of my association with the organization. I understand that I am obligated to maintain patient confidentiality at all times.

I understand that all the medical information/records regarding a patient are confidential. This information will not be given to other individuals, unless proper authorization is obtained. I understand that it is not appropriate to discuss patient related information in public areas or with people that have no reason to be involved with the patient's care or treatment.

I understand that any and all computer system access codes and passwords that are assigned to me are confidential. I will not disclose my access code(s) to anyone. If I have reason to believe that the confidentiality of my access code and/or password code has been violated, I will contact the MIS Department immediately. Upon termination of my professional relationship, I understand that any and all access codes and passwords that have been assigned to me will be deleted from the appropriate computer system(s).

I understand that all patients, associate and/or organizational information, financial and/or clinical, retrieved from any and all computer system(s) is strictly confidential. It should not be reproduced, transmitted, transcribed, or removed from the premises in any form except as defined in one's job description.

I understand that any deviation from the above would result in legal action against **Acute Nursing Solutions, LLC** and myself. I acknowledge the confidentiality of patient healthcare information ("Confidential Patient Information") that I may receive or have access to in the course of providing patient care services at participating hospitals at which I am assigned. I shall maintain the confidentiality of Confidential Patient Information, and in doing so, shall comply with all "applicable state" and federal laws and regulations, including, without limitation, that privacy provisions under Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the policies and procedures of each participating hospital where I am assigned. My agreement to maintain the confidentiality of Confidential Patient Information shall survive the termination of my professional services with **Acute Nursing Solutions, LLC** and the conclusion of any assignment at a participating hospital. My signature below certifies that all of the above confidentiality considerations have been explained to me and I was afforded the opportunity to ask questions. I understand the importance of privacy and confidentiality of patient and Hospital related data.

Signature

Date