



STUDENT/INSTRUCTOR CONFIDENTIALITY AGREEMENT

As a student/instructor participating in an internship or clinical experience, I acknowledge that I may have access to patient and/or patient protected health information as well as confidential business and proprietary information.

I acknowledge that I have received training on safeguarding the privacy and security of patient protected health information and understand my responsibilities related to such:

- All patient health information is considered confidential and protected by law and that failure to maintain that confidentiality may result in damages to the patient and/or the organization.
- All business and proprietary information is considered confidential and may only be accessed and used in the scope of job duties; information may not be removed from the organization or shared with others without administrative approval.
- Assignment of a computer system unique user ID and password is limited to individual use only, may not be shared, and may be audited to determine appropriateness of access.
- Access to patient health information and business or proprietary information is determined by a “need-to-know” and held to the minimum-level of information necessary to carry out job duties.
- Personal and/or family member health information will not be accessed unless required by assigned job duties.
- All patient health information shall be maintained in a confidential and secure manner. No patient information, regardless of medium or format, may be removed from the organization without administrative approval.
- All discussions which include patient health information shall be held in a confidential and private manner. It is inappropriate to discuss patients in elevators, cafeterias, or other public settings.
- Documents and materials that contain patient health information and business or proprietary information shall be disposed of in an appropriate manner (e.g., shredded or placed in locked recycle bins).
- At no time shall protected patient health information and business or proprietary information that was made available during the course of work duties be utilized for personal use.
- Policies and position statements addressing the organization’s processes for safeguarding the privacy and security of patient protected health information are available via the site Intranet.
- Students are responsible for awareness and application of this administrative guidance.
- All suspected inappropriate uses and disclosures of patient information, business or proprietary information and/or security incidents (hacking, computer loss or theft, unauthorized use of flash drives, etc.) must be reported immediately to supervisory staff and/or the local privacy or security officer.
- Consequences of inappropriate access, use of disclosure of confidential patient health information or business and proprietary information, be it intentional or not, will result in corrective action as deemed appropriate by the organization.

Signature: _____ Date: _____

Print Name: _____

A signed copy of this agreement should be submitted to your school’s clinical coordinator prior to beginning your clinical experience at an Ascension WI site.