Cardinal Hill Healthcare System

CONFIDENTIALITY AGREEMENT

I understand that Cardinal Hill Healthcare System has a legal and ethical responsibility to safeguard the privacy of all patients and to protect the confidentiality of their health information. Additionally, Cardinal Hill Healthcare System must assure the confidentiality of its human resources, payroll, fiscal, research, computer systems, and management information (collectively "Confidential Information").

In the course of my employment/assignment at Cardinal Hill Healthcare System, I understand that I may come into the possession of Confidential Information.

I further understand that I must sign and comply with this agreement in order to get authorization for access to any of Cardinal Hill Healthcare System's Confidential Information.

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1. I will not disclose or discuss any Confidential Information with others, including friends or family, who do not have a need to know it. In addition, I understand that my personal access code, user ID(s), and passwords used to access computer systems are also an integral aspect of this Confidential Information.
2. I will not access or view any Confidential Information, or utilize equipment, other than what is required to do my job.
3. I will not discuss Confidential Information where others can overhear the conversation (for example, in hallways, on elevators, in the cafeteria, on public transportation, at restaurants, or at social events.) It is not acceptable to discuss Confidential Information in public areas even if a patient's name is not used. Such a discussion may raise doubts among patients and visitors about our respect for their privacy.
4. I will not make inquiries about Confidential Information for other personnel who do not have proper authorization to access such confidential information.
5. I will not willingly inform another person of my computer password or knowingly use another person's computer password of my own for any reason.
6. I will not make any unauthorized transmissions, inquiries, modifications, or purging of Confidential Information in Cardinal Hill Healthcare System's computer system. Such unauthorized transmissions include, but are not limited to, removing and/or transferring Confidential Information from Cardinal Hill Healthcare System's computer system to unauthorized locations (for instance, home).
7. I understand if I am permitted or requested to work from home where I will access the patient/hospital data electronically, I agree to protect all information in a manner which is compliant with hospital standards. I further agree to deny access/view by other family members, visitors, etc. and to shred any printed information obtained through the electronic patient/hospital system. Any information downloaded to the home-based storage devices will be password protected, and I guarantee that the password will not be shared with others within the home.
   If I become a home-based employee/contractor, I will ensure that the home-based computer includes approved anti-virus protection, encryption and other software that is compatible and meets the minimal hospital standard.
8. I will log off any computer or terminal prior to leaving it unattended.
9. I will comply with any security or privacy policy promulgated by Cardinal Hill Healthcare Systems to protect the security and privacy of Confidential Information.
10. I will immediately report to my supervisor any activity, by any person, including myself, that is a violation of the Agreement or of any Cardinal Hill Healthcare System security or privacy policy.
11. Upon termination of my employment/contract, I will immediately return any documents or other media containing Confidential Information to Cardinal Hill Healthcare System.
12. I agree that my obligations under this agreement will continue after the termination of my employment/contract.
13. I understand that violation of this Agreement may result in disciplinary action, up to and including termination of employment/contract and/or suspension and loss of privileges, in accordance with Cardinal Hill Healthcare System's Sanction Policy, as well as legal liability.
14. I further understand that all computer access activity is subject to audit.

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