

CARE NEW ENGLAND

CARE NEW ENGLAND CONFIDENTIALITY AGREEMENT

As a user of information at Care New England you may develop, use or maintain patient records (for health care, quality improvement, peer review, education, billing, reimbursement, or administration) or personnel or business records (for employment, payroll, planning, or other business purposes). Patient, personnel or business information from any source and in any form, including paper records, oral communications, audio recordings, and electronic displays is strictly confidential. Access to confidential patient, personnel and business information is permitted only on a need to know basis.

It is the policy of Care New England that users (i.e., trustees, employees, medical staff, students, volunteers and outside affiliates) shall respect and preserve the privacy and confidentiality of patient, personnel and business information. Violations of this policy include, but are not limited to:

- accessing information that is not within the scope of your job
- misusing , disclosing without proper authorization, or altering patient, personnel or business information
- disclosing to another person your User Identification (User ID) code and password for accessing electronic or computerized records
- using another persons User ID and password for accessing computerized information
- leaving a secured computer application unattended while signed on
- attempting to access a secured computer application without authorization

Violation of this policy by CNE users may constitute grounds for corrective action up to and including termination of employment or loss of privileges in accordance with applicable policies and procedures. Violation of this policy by outside affiliates may constitute grounds for termination of the contractual relationship or other terms of affiliation. Unauthorized release of confidential information may also have personal, civil, and/or criminal liabilities and legal penalties attached.

I have read and agree to comply with the terms of this Care New England Confidentiality Agreement (also see reverse side) and will read and comply with Care New England confidentiality and information security policies.

Name (please print): _____

Department/Affiliation: _____

Signature: _____ Date: _____