

		Policy Title: Confidentiality
Section: Employment	Effective Date:	Policy No: HR-400
	Review Dates: 1/1/2015	
	Revised:	
MMG Business Unit: Human Resources		Interpretation: Vice President, Human Resources

Purpose: The Employer protects the confidentiality of information regarding patients, staff, physicians and other practitioners, and also assures the security, confidentiality and integrity of sensitive or employee related information. Information regarding patients, or other sensitive or employee-related information may not be revealed or discussed by employees with anyone outside of the Employer, or other employees within the MMG, unless it is required in the course of work.

Scope: This policy applies to all employees.

Definitions:

Provisions: Many employees have access or are exposed to confidential information not readily available to the public about the Employer, its patients, visitors, employees, physicians, plans and procedures. Any information obtained as a result of employment, is not to be discussed or released to friends, relatives, other employees, outside agencies, or others unless it is authorized by management or is a requirement of the job.

All patient information shall be treated as confidential. The law forbids any disclosure of information pertaining to any individual who has a communicable disease or a serious infection. Violation of this law may subject an employee to criminal and civil penalties.

All employee information shall be considered as confidential. An employee's address, rate of pay or verification of employment will be released only with the employee's written permission, or by law of court order.

All data, records, computer systems relating to patient information, employee information, and financial information are to be maintained in a confidential manner, to be reviewed and or discussed only with authorized personnel.

The unauthorized release of confidential information may result in the employee's immediate termination.

Exception Provisions:

If any provision of this policy conflicts with an express provision(s) of an applicable collective bargaining agreement or letter of understanding, the latter shall supersede this policy to the extent necessary to comply with contractual obligations.

References or Appendices:

Policy CC 1105 HIPPA Administrative Policy, HIPPA