



CONFIDENTIALITY AGREEMENT

I understand and agree that in the performance of my duties as an employee, representative, or agent of Wyandot Memorial Hospital, I must hold patient medical and financial information in confidence. I may have access to, or hear about, medical information concerning the admission, medical care received, tests performed, amount of money owed to a patient, and/or condition of patients who are treated in the hospital. I am aware that this is confidential information and may not be disclosed to individuals outside the employ of Wyandot Memorial Hospital without the written permission of the patient. I recognize the need for discretion in discussing patient information with anyone, except as my duties require. I also acknowledge that this duty survives my employment or other relationship with Wyandot Memorial Hospital.

I understand and agree that if my position requires that I set up a Password for access to the hospital's computer system(s), it is to be used only by myself as authorized by my Supervisor/Manager. I am not to divulge this password to any other employee or agent of the hospital or persons outside my employment.

I understand that patient information is only to be accessed on a "need to know" basis; I understand this means that I am only permitted to look-up, view, or access patient information as necessary to carry out my duties for patient care, patient billing or payment, and for appropriate operational, educational or business purposes of the hospital. I understand the computer system records my access to patient records and the hospital will monitor and audit my use of the computer system and the data.

Relative to on-line confidentiality, I understand and agree to the following:

- Blogging or social networking is subject to all relevant policies of the hospital such as those covering patient confidentiality and harassment.
- No protected health information is to be posted online in any format.
- **No photographs or videos taken on hospital premises may be posted online – even if patients are not thought to be identifiable.**
- Any posting regarding the hospital should include a statement that the views are not endorsed by the hospital.
- No hospital trademark, logo, or other identifiable background graphic may be used online.

I am aware that Wyandot Memorial Hospital expects me to maintain reasonable disclosure regarding other information related to me in confidence by hospital personnel, in that I should not discuss these matters with anyone including working peers.

I understand that any unauthorized access to or release of information would violate the hospital's commitment to the patient's right to privacy, will result in disciplinary action up to and including termination of employment, and I do hereby acknowledge my ongoing duty to keep patient information confidential.

Employee Signature _____

Date _____

Printed Name _____

- I am a/an:**
- Employee
 - WMH Volunteer
 - Student/Observer with _____ hospital employee/department
 - Business Associate _____ hospital department