

PRAIRIE REHABILITATION SERVICES, INC.

POLICIES AND PROCEDURES MANUAL

SUBJECT: Nondisclosure of Confidential Information

Confidential information is defined as any information found in a patient's medical record or discussed by the therapist. All information relating to a patient's care, treatment or condition constitutes confidential information. Staff/students/observers shall never discuss a patient's medical condition with other personnel, friends or families.

Confidential matters should not be topics for conversation at coffee breaks or in areas where they might be overheard. A patient's presence in the clinic could also indicate the nature of the patient illness and therefore should not be disclosed without prior authorization. Unauthorized disclosure by staff/students/observers could render the department/facility liable for damages on grounds of defamation or invasion of right to privacy. Any staff/student/observer who violates the confidentiality of medical information will not be allowed to observe at Prairie Rehabilitation Services, Inc.

I have received a copy of, read, understand and agree to uphold the written policy on matters of confidential information and trade secrets as listed. I also understand that any violation of confidentiality, in whole or in part, will result in disciplinary action, up to and including termination and/or legal action.

This policy with signature will be kept in our student observation hours notebook.

Student/Observer

Date

Department/Facility Director

Date