

Winthrop University Athletic Training Program Confidentiality Agreement

Confidentiality is one of the most important issues allied health professionals face. We are bound by medical ethics, as well as by law, to preserve our patients' rights of privacy and confidentiality. The Health Insurance Portability and Accountability Act (HIPAA) prohibits the disclosure of **protected health information** to any third parties, unless the individual who is the subject of the information (or the individual's personal representative) authorizes it in writing or the rule otherwise permits the disclosure. The Family Educational Rights and Privacy Act (FERPA) prevents the disclosure of **personally identifiable information** in a student's education record without the consent of a parent or eligible student (aged 18 or older) unless an exception to the law's general consent requirement applies.

Maintaining a patient's confidentiality is imperative in order to develop a strong clinical relationship. As an individual who provides health care, you will have access to a patient's confidential information including: biographical data, financial information, and medical history. You are expected to protect patient confidentiality, privacy, and security and to follow these and all affiliated clinical site guidelines.

You will use confidential information only as needed to perform duties as a member of the Athletic Training Program. The following guidelines are to be strictly followed:

- You will only access confidential information for which you have a need to know.
- You will respect the confidentiality of any verbal communication or reports printed from any information system containing patient's information and handle, store, and dispose of these reports appropriately at the University and affiliated clinical site.
- You will not in any way divulge, copy, release, loan, alter, or destroy any confidential information except as properly authorized within the scope of your professional activities.
- You will carefully protect all confidential information. You will take every precaution so that patients, their families, or other persons do not overhear conversations concerning patient care or have the opportunity to view patient records.
- You will comply with all policies and procedures and other rules of the University and affiliated clinical sites relating to confidentiality of information and access codes.
- You understand that the information accessed through all clinical information systems contain sensitive and confidential patient care, medical history, business, and financial information that should only be disclosed to those authorized to receive it.
- You will not knowingly include or cause to be included in any record or report false, inaccurate, or misleading information.
- You will not transmit any information regarding a patient or pictures of a patient via social media (i.e., Facebook, Instagram, Twitter, Snapchat, etc.) without the patient's specific permission.

You understand that violation of this Confidentiality Agreement may result in disciplinary and legal actions with fines. By signing this, you agree that you have read, understand, and will comply with the Agreement.

Print Name

Signature

Date

Witness

Date