

OREGON HEALTH & SCIENCE UNIVERSITY PATIENT CONFIDENTIALITY STATEMENT

Oregon Health & Science University protects the confidentiality of patient's health information, as required by law and the professional codes of ethics. Every individual at Oregon Health & Science University has the responsibility to protect the confidentiality of patient's health information.

The OHSU Patient Confidentiality Policy prohibits any unauthorized access, discussion, review, disclosure, transmission, alteration or destruction of patient information, except as required to fulfill OHSU job responsibilities.

All patient's health information, including but not limited to, paper, verbal or electronic data, contained in a patient record or stored in the computerized data base is confidential and shall not be discussed with individuals not directly involved in the care of the patient.

Patient-specific discussion shall not be conducted in public areas such as hallways, elevator, waiting areas, lounges, bus or cafeteria.

Patient-specific information and medical records, including information on computer screens shall not be left unattended in public areas.

Employees shall not access records of other individuals, including spouse or family members, without written authorization, except as required to fulfill OHSU job responsibilities.

Management personnel shall not, under any circumstances, request or access their employee's medical record for purposes of ascertaining the employee's physical or mental ability to perform a job.

Individuals are responsible for confidential information moved from the network to other media, such as printers, fax machines, home or laptop computers.

For the protection of computerized health information, passwords must not be shared and workstations must be logged off when leaving work area.

Employees with LCR access may obtain their own medical record through LCR. Those employees without LCR access may obtain their medical record through their medical provider or by contacting the Medical Correspondence section of Health Information Services.

Security monitoring systems are in place to monitor inappropriate access or use of confidential health information.

Violation of the OHSU Confidentiality policy, including unauthorized use, disclosure, alteration or destruction of patient's health information will result in disciplinary action, up to and including termination of employment or other relationship with OHSU, loss of clinical privileges and/or removal of access to medical records at OHSU.

I HAVE READ AND UNDERSTAND THE ABOVE CONFIDENTIALITY AGREEMENT.

Name (please print)

Signature

Department

Date Signed