

## Orthopaedic Institute - Confidentiality Agreement

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### Privacy Policy

*Confidential information is defined as any information found in a patient's medical record, personal information, and work-related information. All information relating to a patient's care, treatment, or condition constitutes confidential information. This confidentiality policy also encompasses any scientific or technical information developed by Orthopaedic Institute physicians or its personnel.*

- Employees shall never discuss a patient's medical condition with any non-employee of the Orthopaedic Institute, friends, or family members. Confidential matters involving patients will not be discussed in areas where they might be overheard by other patients or other non-employees of the Orthopaedic Institute. Staff members are to be aware at all times that conversations regarding patients are not to be overheard by others and take appropriate steps to ensure this confidentiality.
- Employees have a responsibility to avoid unnecessary disclosure of non-confidential internal information. This responsibility is not intended to impede normal business communications and relationships, but is intended to alert employees to their obligation to use discretion to safeguard internal information.
- Any unauthorized disclosure of confidential information by employees could render the Orthopaedic Institute liable for damages. Any employee who violates the confidentiality of this practice, medical- or employee-related information is subject to disciplinary action up to and including termination from employment.

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**I have received a copy of, read, understand, and agree to uphold this written policy on matters of confidential information.**

**I also understand that in my daily job duties, I will have free access to confidential practice operations and any violation of confidentiality, in whole or in part, could result in disciplinary action up to and including termination and/or legal action.**

**I recognize that this signed document of my agreement to uphold the provisions of this policy will be kept in my personnel file.**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by Human Resource Manager: \_\_\_\_\_

Date: \_\_\_\_\_