



## **Confidentiality of Protected Healthcare Information Acknowledgment**

As a Healthcare Provider employed by FASTAFF, Inc. (the “Company”) I acknowledge that I have current knowledge concerning the confidentiality of protected healthcare information as required by all state and federal privacy standards, including regulations under the federal Health Insurance Portability and Accountability Act (HIPAA). I further acknowledge that I will maintain current knowledge of all federal and state privacy standards throughout my career with the Company.

This acknowledgment includes my statement that I understand the following:

1. Confidentiality of patient healthcare information is important to the patient, the facility, and the healthcare provider. Healthcare providers should never talk about the patients they see in client facilities to anyone that is not also involved in caring for that patient.
2. Many laws require providers to maintain the confidentiality of healthcare information, including professional standards of ethics, state laws, and federal laws. Regulations under a federal law called the Health Insurance Portability and Accountability Act (HIPAA) require healthcare providers to protect the confidentiality of healthcare information and give patients new rights about their healthcare information.
3. These HIPAA regulations--called the Privacy Standards--protect healthcare information, whether it is written, electronic, oral information.
4. The Privacy Standards require Healthcare Facilities to have policies and procedures about how a patient's healthcare information is used internally and how that healthcare information is released to others outside the Healthcare Facility. The healthcare provider must follow the Facility's policies about how to handle healthcare information. In general, healthcare providers only should use patient healthcare information to assist in the treatment of a patient, and should never release patient healthcare information outside the Healthcare Facility. If there is a need for the healthcare provider to release patient healthcare information outside the Healthcare

Facility, the healthcare provider must get advance approval from his or her supervisor at the Healthcare Facility.

5. Patients have rights under the Privacy Standards, including the right to access their own healthcare information, the right to ask for changes to that information, the right to a list of releases the Facility makes, a right to ask the Facility to change the way it handles a specific patient's information, and a right to communicate in a confidential way. Healthcare providers should find out to who they should refer patients if the patients have questions about these rights.
6. The government has the power to impose civil money fines and criminal penalties on healthcare providers and Healthcare Facilities that violate the Privacy Standards. If a healthcare provider violates the Healthcare Facility's policies or procedures regarding the confidentiality of healthcare information, it can constitute grounds for dismissal from a Healthcare Facility.

**EMPLOYEE ACKNOWLEDGMENT:**

I acknowledge the confidentiality of patient healthcare information (“Confidential Patient Information”) that I may receive or have access to in the course of providing patient care services at Healthcare Facilities at which I am assigned under my employment with FASTAFF, Inc. I shall maintain the confidentiality of Confidential Patient Information, and in doing so, shall comply with all applicable state and federal laws and regulations, including, without limitation, the privacy provisions under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and the policies and procedures of each participating facility where I am assigned. My agreement to maintain the confidentiality of Confidential Patient Information shall survive the termination of my employment with FASTAFF, Inc. and the conclusion of any assignments fulfilled on the behalf of FASTAFF, Inc.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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