

SJMHS Human Resources Policy

Confidentiality

Section Number 600 – Work Rules and Corrective Action

Policy Number 615

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Approved by: Rob Casalou, President and CEO

Policy

Saint Joseph Mercy Health System (SJMHS) safeguards the privacy of all information about the organization, its patients, visitors, physicians and associates. Associates are required to treat all such information as confidential unless release is properly authorized and handled in accordance with all HIPAA Privacy Regulations and SJMHS Confidentiality of Information Policies.

Guidelines

Departments are responsible for following all HIPAA Privacy Regulations and SJMHS Confidentiality of Information Policies and Procedures regarding the handling and release of patient, associate or organizational information over which the department has access or accountability.

Any requests from outside parties regarding associates must be referred to the SJMHS Unit Human Resources.

Associates are required to obtain prior approval from their manager before releasing any information regarding department operations, projects, studies or research in accordance with their department policy.

Associates are required to sign the SJMHS Confidentiality Confidentiality and Network Access Agreement at time of hire as a condition of employment at SJMHS.

Associates are required to abide by and perform job duties in accordance with this policy, the SJMHS Confidentiality and Network Access Agreement, HIPAA Privacy Regulations and SJMHS Confidentiality of information Policies and Procedures. This will be part of an associate's periodic performance evaluation.

Associates who violate HIPAA Privacy Regulations and/or SJMHS Confidentiality of Information Policies and Procedures are subject to corrective action up to and including termination of employment.