

DEPARTMENT: HUMAN RESOURCES-EMPLOYEE CONDUCT	POLICY DESCRIPTION: CONFIDENTIALITY
APPROVED:	REVIEWED:
REPLACES:	REVISED: 10/26/17
ADOPTED:	PRIOR REFERENCE NUMBER: C-VI-06
Page 1 of 2	REFERENCE NUMBER: C-IV-03

SCOPE: All ARH employees.

PURPOSE: To ensure that the confidentiality of all ARH information and records is protected to the fullest extent possible.

DEFINITIONS:

It is the policy of Appalachian Regional Healthcare, Inc. (ARH) to require employees to maintain security and confidentiality of all information gained as a result of employment by or representation of ARH. This responsibility is not intended to impede normal business communication and relationships but is intended to alert each employee and representative about his or her obligation to safeguard information and data about internal hospital, clinic, home services, and/or corporate business affairs and patients records.

PROCEDURE:

- I. Confidential data and information relating to ARH business and/or patient records shall not leave the hospital, clinic, home services, and/or corporate offices by any means without proper written authorization by the appropriate Vice President or Community Chief Executive Officer (CCEO).

All employees are responsible for reviewing and complying with **ALL** policies on HIPAA Privacy and Security. HIPAA Privacy and Security policies can be reviewed on Policy Manger.

- II. New Employees

The necessity of and policies relating to confidentiality of hospital, clinic, home services, and/or corporate data and information will be reviewed with each new employee as part of general and departmental orientation. This review will be documented on the orientation checklist (*Reference New Employee Processing*) and become a part of each employee's permanent personnel record (*Reference Personnel Records*).

- III. Yearly Review

The necessity of and policies relating to confidentiality of hospital, clinic, home services and/or corporate data and information will be reviewed by all staff on an annual basis through online mandatories and/or as

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necessary for specific issues by management. This information will be documented in the employee's education record and personnel record.

IV. Disciplinary Action

An employee guilty of breaching the confidentiality of any ARH information or records will be subject to disciplinary action up to and including termination, (*Reference Sanctions for HIPAA Privacy and Security Rule Violations*).