



During the course of your work with PeaceHealth, you may develop, use, maintain, or have incidental contact with or access to patient information or business information that is confidential (“PeaceHealth Information”). PeaceHealth Information from any source in any form (including paper records, oral communication, audio recordings, and electronic displays) should be kept **strictly** confidential. You may access PeaceHealth Information only if you *need to know* the specific PeaceHealth Information to perform your job responsibilities.

You agree to comply with the notice of privacy practices adopted by PeaceHealth (“Joint Notice of Privacy Practices”) as well as PeaceHealth’s policies and procedures to respect and preserve the privacy, security, and confidentiality of PeaceHealth Information. You agree and recognize that you are solely responsible for your own actions relating to protecting the privacy, security, and confidentiality of PeaceHealth Information.

***Violations of PeaceHealth’s policies and procedures may include, but are not limited to:***

- Accessing PeaceHealth Information that is not within the scope of your job or responsibilities to PeaceHealth or otherwise permitted by written policy.
- Leaving patient medical records or charts in an unsecured place or leaving a secured application unattended while signed on to the computer system.
- Misusing, disclosing without proper authorization, or improperly altering PeaceHealth Information.
- Disclosing your sign-on code and/or password or using another person’s sign-on code and/or password for accessing electronic or computerized records.
- Discussing PeaceHealth Information in a public place (e.g., elevator or cafeteria) or with persons not authorized to receive such information.

Violation of PeaceHealth policies and procedures by any user of PeaceHealth Information may constitute grounds for corrective action, up to and including termination of employment or loss of medical staff privileges, in accordance with applicable Medical Staff Bylaws, Rules, and Regulations. Violation of PeaceHealth policies and procedures by students may constitute grounds for corrective action in accordance with applicable PeaceHealth or educational institution procedures. Violation of PeaceHealth policies and procedures by third parties, such as vendors, may constitute grounds for termination of the contract or other terms of affiliation. Violation of PeaceHealth policies and procedures also may result in civil and/or criminal liabilities and penalties.

If you use or disclose a “limited data set,” which is PeaceHealth Information that has had some but not all identifiers removed, then you specifically agree to only use or disclose the limited data set for research, public health, or health care operations and to comply with PeaceHealth’s policy on De-identification of Protected Health Information and Limited Data Sets.

Certain federal and state laws provide you with the right to request access to your personal health information, under specific circumstances. Some users have been provided the right to access their

personal health information electronically because of their job responsibilities. If you are one of these users, your right to access your personal health information is subject to the following conditions:

- You will review only the level of information for which you have LastWord/Xtend access. PeaceHealth will not grant you higher levels of authorization for your review of your personal health information. You may access your remaining health information through your regional health information or medical records department, according to PeaceHealth policy.
- *You will only review your own personal health information.* You understand that you are *not* authorized to review the personal health information of your spouse, children, friends, or any other person, except as authorized.
- Your review will take place under your sign-on password. You will not share or access another person's password to gain greater access.
- It is your responsibility to talk with your medical provider who may have ordered any diagnostic testing for results interpretation.
- The information that you review is to be read only, and you cannot and will not alter or delete the information.
- If you find what you believe to be an error in the electronic medical record, you will submit your request for an amendment to the Health Information Management/Medical Records Department, for review, following PeaceHealth procedures for requesting an amendment to your personal health information.
- If you have access authorization to any financial data as part of your job responsibilities and you have concerns regarding your financial information, you will *not* alter or delete any financial data. You will direct all of your inquiries to Patient Financial Services.
- If you elect to print one or more pages/screens from your personal health information, you will then be responsible for handling your information in a confidential manner.
- The opportunity to access your personal health information in LastWord and Xtend is subject to state and federal laws and PeaceHealth policies and procedures. PeaceHealth retains the right to modify and change this access at any time.

**I agree to comply with the terms of the above statement and agreement and also have read and agree to comply with PeaceHealth Privacy and Security Policies and the Joint Notice of Privacy Practices adopted by PeaceHealth. I understand that the obligations set forth in this statement and agreement continue beyond the end of my relationship with PeaceHealth.**

_____	_____	_____ / _____ / _____
<b>First Name</b>	<b>MI</b> <b>Last Name (please print)</b>	<b>Social Security Number</b>
_____	_____	_____
<b>Signature</b>		<b>Date</b>
_____	_____	_____
<b>Director's signature</b>		<b>Date</b>

**FAX this form to: (541) 335-2343**