

DETAR HOSPITAL

Volunteer Services Department

Confidentiality Agreement

Confidential information is sensitive or private information to which access may be gained solely by virtue of the volunteer's relationship with the hospital. This information may be received from outside sources with whom the hospital does business (e.g. consultants, vendors, outside reports or studies), or from within the hospital. Examples include, but are not limited to, the following: patient lists, patient records, physician rosters, physician files, fee schedules, medical data, planning, and budget information including any copies, faxes or e-mails.

Since confidentiality is crucial to the operation of the hospital, and because the hospital has a legal obligation to protect such information, it is required that volunteers with access to this type of information preserve it in a restricted and confidential nature.

Additionally, this type of information must not be removed from the hospital or shared with external sources. If you have any questions as to whether a particular matter is confidential, please contact the Volunteer Services Manger.

I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND, AND AGREE TO ABIDE BY THIS HOSPITAL POLICY AS DESCRIBED IN THIS STATEMENT WITH REGARD TO CONFIDENTIALITY.

Volunteer Name

Department

Signature

Date

Witness

Date