



BACHARACH INSTITUTE FOR REHABILITATION
CONFIDENTIALITY POLICY AGREEMENT

NAME: _____ **DEPARTMENT:** _____

TITLE: _____

It is of the utmost concern to Bacharach Institute for Rehabilitation (hereafter Bacharach) that all employees and individuals affiliated with the organization understand our confidentiality policy and abide by its terms as follows:

1. All items related to personnel, patient, financial or other information, including but not limited to software, trade secrets, work product compiled or developed by Bacharach including information found in any forms, printouts, tables, files, documentation, and faxed materials, transmitted or received are sole property of Bacharach (referred to herein as the "Hospital Information"). This sensitive Hospital Information is to be communicated, only on a need-to-know basis, and used, only as authorized. All Bacharach information will be secure at all times within the hospital, unless prior authorization is obtained. The indiscriminate disclosure of this information will result in disciplinary action, up to and including termination.
2. This hospital policy seeks to ensure patient privacy and the confidentiality of all patient information. It also helps employees reduce the potential for claims and litigation against them or the hospital related to the inappropriate disclosure of patient information. Employees receive training to ensure that they are aware of their responsibilities in maintaining the trust of patients and the community.
3. The right to certain information, in the computer system, is specifically excluded from certain password(s). No employee, so excluded, shall intentionally attempt to access any information that is not necessary to perform their job duties. If anyone does not have rights to information, or has **not** been issued a password(s), they will not attempt to access this information or request a co-worker to access information for them.
4. All hospital software and information are property of Bacharach, and are to be treated with due regard for confidentiality, regardless of access inside or outside the hospital. No one shall, under any circumstances, disclose, publish or disseminate Bacharach information to any person not authorized by Bacharach. Removal from Bacharach's premises, use for their benefit, or otherwise inappropriate use of any Bacharach software program, or other Bacharach information, without proper prior authorization, is strictly prohibited.
5. Employees may be issued a network sign on and/or password(s) to the computer system, which will be necessary for them to perform their job duties. The network sign on and/or password(s) are unique to each individual and are not transferable. The release of any sign on and/or password(s) to any individual shall result in disciplinary action taken by the Hospital up to and including termination. Employees are solely accountable for all computer usage by their password(s). If employees believe that anyone may have discovered their sign on and/or password(s), it is their responsibility to immediately advise their supervisor and new credentials will be issued. All employees must sign-off from the computer system upon completion of their activity.
6. By accepting a sign on and/or password(s) for use in the Bacharach computer system, employees acknowledge that the functions they have access to are used only when there is a clear clinical or business reason. Such information is not to be disseminated to individuals who have no need to know. Such information is not available for personal use or to bring harm to a patient, employee, individual affiliated with Bacharach, or Bacharach itself.
7. Bacharach reserves for itself, in addition to the right to bring any disciplinary action for violation of the confidentiality policy, the right to immediately obtain an injunction without notice or bond against anyone before any Court of competent jurisdiction or seek any other remedies at law or in equity that are available.

I hereby acknowledge receipt and agree to abide by the above policy.

Signature: _____ Date: _____