



POLICY: Confidentiality and Non-Disclosure

<i>Original Implementation Date:</i>	9.2023	<i>Date Reviewed/ Revised:</i>		<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	1
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PURPOSE: Sun Health's information systems contain confidential records pertaining to our business operations, our residents/members, business associates, health care professionals, and team members. Because this information is vital to providing quality care and services to our residents/members, it must be protected. As such, in accordance with current HIPAA regulations and Sun Health policies governing the access, use, and disclosure of protected health or facility information, you have the responsibility to protect such data.

As a team member of Sun Health, you may have access to protected information. The purpose of this agreement is to provide you with information to assist you in understanding your duty and obligations relative to confidential information.

POLICY: Compliance with this policy is a condition of employment and continued employment with Sun Health. Failure to cooperate with Sun Health in its implementation of this policy may also be grounds for discipline, up to and including termination.

All team members must:

1. Respect the privacy and confidentiality of all Sun Health information you have access and will access or use only that information necessary to perform your job.
2. Refrain from communicating information about a resident in a manner that would allow others to overhear such information or to discuss a resident's information with anyone not permitted access to such information in accordance with Sun Health's established policies or the wishes of residents/members and their friends, relatives, visitors, etc.
3. Disclose confidential resident/member, business, financial or team member information **ONLY** to those authorized to receive it.
4. Safeguard and not disclose your password or user ID code or any other authorization you may have that allows your access to protected information. You accept responsibility for all entries and actions recorded using your password and user ID code.
5. Not attempt to learn or use another team member's password and user ID to access Sun Health's computer system or network.
6. Immediately report to your leader and/or Human Resources any suspicion that your password and user ID has been compromised.
7. Not release or disclose the contents of any resident/member or Sun Health records or reports except to fulfill your work assignment.



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8. Not remove or copy any protected information or reports from their storage location except to fulfill your work assignment.
9. Not sell, loan, alter or destroy any protected information or reports except as properly authorized within the scope of your job assignment.
10. Not leave your computer unattended without logging off or using your system's screen saver function before leaving your work area or securing hard copy information so that it may not be disclosed to unauthorized persons.
11. Not access or request any protected information that is not necessary to perform your assigned job function.
12. Not download or make copies of any software or applications without proper authorization or license.
13. Not access or download any pornography or other illegal materials or perform any illegal activity such as gambling while on Sun Health's computer system or network.
14. Not use Sun Health's computer system or network to send/forward harassing, insulting, defamatory, obscene, offending or threatening messages.
15. Report any suspected or known unauthorized access, use, or disclosure of protected information.
16. Abide by the HIPAA policies and procedures set forth by Sun Health as well as current regulations governing privacy issues.
17. Restrict personal use of Sun Health's computer system or network to meal and break periods and to follow the facility's established policies governing such personal use.

Printed Name of Team Member

Signature of Team Member

Date