



# DUKE UNIVERSITY HEALTH SYSTEM

## CONFIDENTIALITY AGREEMENT

Patient and employee information from any source and in any form (such as paper, talking, computer) is confidential. I shall protect the privacy and confidentiality of patient and employee information. Access to this information is allowed ONLY if I need to know it to do my job.

In my job, I may see or hear confidential information on:

- PATIENTS AND/OR FAMILY MEMBERS  
*Such as patient records, conversations and financial information*
- EMPLOYEES, VOLUNTEERS, STUDENTS, CONTRACTORS, PARTNERS  
*Such as salaries, employment records, disciplinary actions*
- BUSINESS INFORMATION  
*Such as financial records, reports, memos, contracts, Duke computer programs, technology*
- THIRD PARTIES  
*Such as vendor contracts, computer programs, technology*
- OPERATIONS IMPROVEMENT, QUALITY ASSURANCE, PEER REVIEW  
*Such as reports, presentations, survey results*

### I AGREE THAT:

1. I WILL ONLY access information I need to do my job.
2. I WILL NOT show, tell, copy, give, sell review, change or trash any confidential information unless it is part of my job. If it is part of my job to do any of these tasks, I will follow the correct department procedure (such as shredding confidential papers before throwing them away).
3. I WILL NOT misuse or be careless with confidential information.
4. I WILL KEEP my computer password secret and I will not share it with anyone.
5. I WILL NOT use anyone else's password to access any Duke system.
6. I AM RESPONSIBLE for any access using my password.
7. I WILL NOT share any confidential information even if I am no longer a Duke employee.
8. I KNOW that my access to confidential information may be audited.
9. I WILL tell my supervisor if I think someone knows or is using my password.
10. I KNOW that confidential information I learn on the job does not belong to me.
11. I KNOW that Duke may take away my access at any time.
12. I WILL protect the privacy of our patients and employees.
13. I WILL NOT make unauthorized copies of Duke's software.
14. I AM RESPONSIBLE for my use or misuse of confidential information.
15. I AM RESPONSIBLE for my failure to protect my password or other access to confidential information.

Failure to comply with this agreement may result in the termination of my employment at Duke and/or civil or criminal legal penalties. By signing this, I agree that I have read, understand and will comply with this agreement.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Print Full Name\_\_\_\_\_

Dept\_\_\_\_\_

School Name\_\_\_\_\_



Examples of Breaches of Confidentiality  
(What you should NOT do)

These are examples only. They do not include all possible breaches of confidentiality covered by this policy and the agreement.

<p><b>Accessing information that you do not need to know to do your job:</b></p> <ul style="list-style-type: none"><li>• Unauthorized reading of patient account information</li><li>• Unauthorized reading of a patient's chart.</li><li>• Accessing information on yourself, children, family, friends or co-workers.</li></ul> <p><b>Sharing your sign-on code and password:</b></p> <ul style="list-style-type: none"><li>• Telling a co-worker your password so that he or she can log in to your work.</li><li>• Telling an unauthorized person the access codes for employee files or patient accounts.</li></ul> <p><b>Leaving a *secured application unattended while signed on:</b></p> <ul style="list-style-type: none"><li>• Being away from your desk while you are logged into an application.</li><li>• Allowing a co-worker to use your *secured application for which he/she does not have access after you have logged in.</li></ul>	<p><b>Sharing, copying or changing information without proper authorization:</b></p> <ul style="list-style-type: none"><li>• Making unauthorized marks on a patient's chart.</li><li>• Making unauthorized changes to any employee file.</li><li>• Discussing confidential information in a public area such as waiting room or elevator.</li></ul> <p><b>Using another person's sign-on code and password:</b></p> <ul style="list-style-type: none"><li>• Using a co-worker's password to log in to the Hospital's computer system.</li><li>• Unauthorized use of a log-in code to access employee files or patient accounts.</li><li>• Using a co-worker's application for which you do not have rights after he/she is logged in.</li></ul>
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**\*Secured application** = any computer program that allows access to confidential information. A secured application usually requires a user name and password to login.