



EMPLOYEE CONFIDENTIALITY OATH

Employee Name: _____

Employees have a duty not to disclose any type of confidential information obtained or developed by them in the course of their employment.

The confidentiality of patient medical data, whether contained in a computer, hard copy medical record or conversations, carries with it a major responsibility for all Dependable Staffing employees. Records and conversations between physicians, other providers and patients are confidential and are legally protected for the benefit of both the patient and the client.

An employee is not authorized to review or discuss patient medical data, except as required in the course of conducting their specific job functions. Neither is the employee authorized to review or discuss patient medical data with any other individual, including family members.

The medical record is NEVER to be removed from client facilities except as required to comply with the legal process. An authorization signed by the patient MUST be obtained prior to the release of any medical data. Dependable Staffing employees may furnish general identifying data and pertinent medical information to consultants involved in the care and treatment of a patient. A patient who wishes to review their records should request an appointment with their primary provider for medical interpretation of such records.

An employee is not allowed to review medical records or computerized medical data pertaining to them or a family member. As a patient, an employee must request an appointment with their primary provider, as indicated above, in order to view their medical records.

Confidential information regarding Dependable Staffing or its business, members, proposed corporate investments or other activities must also be protected from disclosure to anyone other than those with a legitimate need for such information in the normal course of Dependable Staffing's business or as required by law. Employees must not use such information for their own personal advantage.

Disclosure of confidential information without proper release or inappropriate exposure of medical data shall subject the employee to disciplinary action including either or both of the following: (1) Formal reprimand, (2) Termination of employment. It is important to keep in mind that unauthorized disclosure could also subject the employee and Dependable Staffing to possible legal action.

I understand and agree that in the performance of my duties as an employee of Dependable Staffing, I must hold medical information in confidence. Further, I understand that intentional or involuntary violation of my employer's confidentiality may result in disciplinary action as described above.

Employee Signature

Date