 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive Bacolod City 6100</p>	DCN: HW – QP – 02
	REVISION NO: 00
	DATE EFFECTIVE: 01-01-09
	PAGE NO: 1 OF 4
	SUBJECT: CONFIDENTIALITY OF PATIENT AND ORGANIZATIONAL INFORMATION

PURPOSE

To protect the right of confidentiality of all patients, employees, physicians and the hospital itself by limiting disclosure of confidential information to those having a need to know in order to perform the duties of their job or to take action upon that information.

LEVEL

Hospital Employees, Riverside College Employees, Medical Staff, Post Graduate Nursing Interns, Resident Doctors, and Students rotating at DPOTMH (Nursing, Medical Technology, Psychology, Midwifery, Nursing Aide, Radiologic Technology, Caregiver students and Medical Interns)

POLICY

1. Much of the information that come in contact by the individuals mentioned above shall be considered confidential and may only be disclosed when the use of this information is needed to perform job duties. Confidential information comes in many forms and from several sources. It can be generated from the medical record, the computer system; computer-generated reports, hospital correspondence, conversations, and, normal daily operations. Under no circumstances may the above resources be accessed for personal or non-work related activities.

1.1 Verbal Communications


- Patient information should not be discussed where others can overhear the conversation, (e.g. in hallways, rooms, elevators, in the cafeteria, on any form of public transportation, at restaurants and social events.
- Dictation of the patient's information should occur in locations where others cannot overhear.

1.2 Written Information

- Confidential papers, reports, and computer printouts should be kept insecure areas. Please use best judgment to determine what provides a secure environment in the respective work area.

1.3 Computerized Information

- Protecting own computer-access whether it is a unique log on and or personal security code is important to maintain privacy, confidentiality and individual's accountability for access to hospital computer systems. (Refer to User account and password policy)

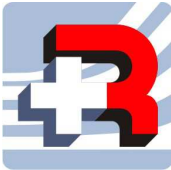
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1.4 Employee Conduct

- Workforce members with access to information about patients, employees, or business matters may only obtain information that is necessary for their job functions. Irregardless of the format in which this information is obtained, (e.g. verbal, written, or electronic).

The following represent, some examples of, but are not limited to, situations, which violate confidentiality when accessed or discussed for personal or non-work related purposes, or violate the patient's right to privacy:

1. Looking up any result (lab, x-ray, etc.), census information, or admission/discharge activity for or about a co-worker, relative, neighbor, etc.
2. Accessing any information other than what is required for the job is a violation of this policy, even if the individual involved does not tell anyone else.
3. Discussing specific cases at lunch, in the elevator, in the hallway or at home.
4. Accessing the medical record for curiosity whether it belongs to a patient, a co-worker, or yourself. It is unacceptable to look up data (e.g., a friend's birthday, address or phone number). Accessing one's personal medical record requires proper authorization from the Medical Record Section or your physician.
5. Giving information gathered during job duties to individuals who are not authorized to know such information.
6. Disclosing confidential information overheard or seen while performing job duties.
7. Disclosing patient billing information.
8. Disclosing other employee personnel information regarding disciplinary proceedings, compensation and benefits, etc.
9. Disclosing peer review, quality/risk management activities, credential files, or malpractice/legal documents and variance reports.
10. Discussing patient information with other healthcare practitioners in the course of work without using discretion to ensure that others who are not involved in the patient's care cannot overhear such conversations.

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11. Failure to knock on a patient's door before entering the room.
12. Failure to use cubicle curtains, when it is appropriate.

It is the responsibility of all eligible individuals defined by this policy to report to a supervisor, or to a Hospital Human Resource Development Department any breach of confidentiality that is witnessed.


DOCUMENTATION

Confidentiality Agreement

*All eligible people defined in this policy shall sign the Hospital Confidentiality Statement indicating acceptance and support of this policy.

APPENDIX

Confidentiality Agreement Form

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive Bacolod City 6100</p>	DCN: HW – QP – 02
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