

Yakima Valley Memorial Hospital **Confidentiality Agreement**

Patient Privacy

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule created a national standard to protect individuals' personal health information (PHI) and enables patients to have increased access to their medical records.

Any information, whether spoken, electronic or written that relates to the health of the individual, the health care provided to that individual or payment for health care provided is considered protected.

Patients have the right to:

- Know who has accessed his/her health information
- Access his/her medical record
- Request that the Hospital amend information in their record
- Require authorization before information is given, except as allowed by HIPAA
- Request an accounting of all disclosures of the past six-years
- A patient or patient's representative has a right to ask the Hospital to place restrictions on the use and disclosure of the patient's protected health information
- Choose recourse if his/her rights are violated

Your Role in Protecting Patient Rights

No information that relates to a patient's health may be disclosed unless authorized by the patient or patient's representative unless permitted by HIPAA regulation. Yakima Valley Memorial Hospital is obligated to limit access to only those individuals who need the information for a legitimate purpose.

Any information that is shared should be limited to the minimum necessary; the least amount of information to accomplish the purpose of the request is optimal. However, this does not apply to the sharing of the medical record for treatment purposes.

You are accountable for:

- Appropriate disposal of materials containing patient identifiable health information
- Understanding the process for reporting patient and employee concerns regarding privacy
- Understanding the consequences for disclosing confidential patient information

NOTE: Inappropriate access to, or disclosure of patient information can lead to denied access, disciplinary action by your employer and legal action.

Helpful Resources:

If you have questions about these practices, you are urged to contact the people below:

YVMH Privacy Officer: Director of Health Information Management (resource for staff's concerns) 575-8281

YVMH Security Officer: Jim Aberle, Vice President/Chief Information Officer 575-8681

YVMH Privacy Officer: Melanie Gilmore, RN, Patient Representative (resource for patients' concerns) 576-5774

Yakima Neighborhood Health Services

<i>Signature</i>	<i>Clinic Name</i>	<i>Date</i>
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This signature verifies that I have received education about HIPAA, Patient Rights and my responsibilities in protecting these Patient Rights.

Please print your name here: _____