



# UNIVERSITY OF COLORADO HOSPITAL

## CONFIDENTIALITY STATEMENT

University of Colorado Hospital employees and all other individuals who have access to confidential Hospital information are required to keep this information confidential. Patient information, employee records, computer passwords, and proprietary business information are all examples of confidential information. Computer passwords may never be shared. Other confidential information may be shared with other individuals who need to know the information in order to perform their jobs. However, the fact that someone is working at the Hospital does not mean that the individual has a right to confidential information if it is not required for job-related purposes. Each individual must at all times act carefully, in good faith, in a manner which promotes the best interests of the Hospital and its patients, and in a way which recognizes and promotes ethical considerations and the duty of loyalty that each individual owes to the Hospital.

Patient information, employee records or proprietary business information may be disclosed only in accordance with Hospital policies. The Health Information Management Department is responsible for all releases of patient information to outside parties. If in doubt, you should act to preserve the confidence of the information requested until Hospital policies can be verified. You should refrain from discussing or disclosing confidential information except as necessary to promote the legitimate business of the Hospital. Disclosing confidential information in violation of Hospital policies or in violation of law may result in disciplinary action up to and including termination of employment or, for individuals who are not employed by the Hospital, termination of access to the Hospital's information systems and/or Hospital facilities. There are various federal and state laws which mandate that patient information be kept confidential and, in some instances, impose civil or criminal penalties for a breach of confidentiality. For example, Colorado Revised Statutes section 18-4-412 makes it a felony to obtain or disclose medical records without proper authorization.

No individual is permitted to realize any personal gain as a result of disclosing or using confidential information. This duty of nondisclosure and the obligation not to benefit from confidential information learned during the course of your employment or while you are working in the Hospital continues indefinitely, even after your employment or business arrangement with the Hospital ends.

### Statement of Understanding:

I have read and understand the above Confidentiality Statement and I agree to comply with it. I understand that a violation of any part of the Confidentiality Statement may result in disciplinary action up to and including termination of employment or, for individuals who are not employed by the Hospital, termination of access to the Hospital's information systems and/or Hospital facilities.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Hospital