

EMPLOYEE CONFIDENTIALITY POLICY

Information regarding the admission and treatment of any resident is confidential. The resident's very presence in a facility is confidential information.

In addition, Preadmission, Inpatient and Continuing Care records, any information you may hear, or personal situations revealed to you may not be discussed outside of the work situation. Releasing information, or in writing other than through prescribed procedures in a serious matter and as cause for disciplinary action.

Personnel may not discuss an individual resident nor give a medical record or any portion thereof or any treatment information whatsoever to any unauthorized person. All requests for information should be handled according to prescribed procedures.

Every person working for **Infiniti Home Healthcare** must comply with the confidentiality policies and procedures.

I hereby acknowledge that i understand my responsibilities regarding confidentiality.

Signature *

Date *

Witness Full Name *

Date *