



Fox Valley Health Care Alliance

Confidentiality Agreement
STUDENT/FACULTY

I, (please print) a (please check) Student Faculty of
understand that during my engagement with the Healthcare Facility (Member of the FVHCA), I may have access to or
come in contact with confidential patient, business, practitioner, or provider information. The Healthcare Facility defines
"confidential information" to include any and all information incorporated in or pertaining to:

- 1. Patient identities, diagnoses, treatments, or other patient medical or health services.
2. Medical Records
3. Practitioner or provider practice review information.
4. Claims, claim payment and/or reimbursement data and information.
5. Proprietary business information, customer identities, business or strategic plans.
6. Healthcare Facility financial information.
7. Policies, procedures.

This information may be in any form (e.g. oral, written or electronic) and any format (e.g. individual records, summaries or
consolidated reports, and/or internal or external report(s).

Student/Faculty agrees to maintain strict confidentiality of any accessed information as described above and disclose it to
third parties only if; a) authorized in writing by Healthcare Facility and, as appropriate, by the patient, practitioner, or
provider involved, and/or b) as required by law. This can include, but is not limited to, protecting and holding confidential
patient information unless parties have authorization to that information, accessing only information that is necessary to
perform duties as Student/Faculty, and discussing a patient's medical information only with those directly involved in that
patient's care.

In addition, such information should not be transferred to or from, or stored within, any form of personal technology
(e.g. personal computers, laptops, cell phones, etc.), nor should it be shared in any form of social media (e.g. Facebook,
YouTube, etc.)

I also understand that I am not allowed to access my own patient care record or those of any of my family members or
friends/acquaintances without following proper release of information or record viewing procedures.

I understand that I will be subject to, and agree to abide by, the same rules, regulations, policies, procedures and standards
of clinical agencies as are established for the organization's employees in matters related to confidentiality.

The organization may, in its sole discretion, terminate my participation in clinical education at the agency for breach of any
of the above. I further understand that I could be subject to legal action, including but not limited to lawsuit for invasion of
privacy, or unauthorized access or disclosure of confidential patient healthcare information.

Student/Faculty shall, within seven days of discovery of any use, disclosure or contact with any confidential information,
report any such use, disclosure or contact to the Healthcare Facility.

Student/Faculty understands that failure to maintain confidentiality may result in liability to Healthcare Facility as well as its
patients, practitioners, and providers, and legal action may be taken. The Student/Faculty further agrees to hold harmless
and protect Healthcare Facility against any and all claims for damages resulting from any unauthorized disclosure of such
information. Student/Faculty understands this obligation survives the termination of Student/Faculty's engagement, and
contractor dealings with Healthcare Facility.

Student or Faculty Signature

Date

Your electronic signature is accepted and acknowledges your agreement.

