

University of Southern Indiana
College of Nursing and Health Professions
Confidentiality Agreement

As a condition of and in consideration of my use access, and/or disclosure of confidential personal health information,

1, _____ understand and agree to the following:

1. I will access, use, and disclose confidential personal health information only as necessary to perform my job functions. This means, among other things. that:
 - a) I will only access, use, and disclose confidential personal health information which I have authorization to access, use, and disclose which is required to do my job;
 - b) I will not in any way access, use, divulge, copy, release, sell, loan, review, alter, or destroy any confidential personal health information except as properly and clearly authorized within the scope of my job and as in accordance with all applicable University of Southern Indiana and CNHP policies and procedures and with all applicable laws;
 - c) I will report to my supervisor or to the appropriate office any individual's or entity's activities that I suspect may compromise the confidentiality of confidential personal health information.
2. I understand that it is my responsibility to be aware of University of Southern Indiana and CNHP policies that specifically address the handling of confidential information and misconduct that warrants immediate discharge.
3. I understand that any fraudulent application, violation of confidentiality or any violation of the above provisions may result in disciplinary action, including termination of employment or dismissal from my educational program. In addition, federal penalties for privacy violations can result in fines up to \$250,000 and prison sentences of up to 10 years.

My signature below indicates that I have read, accept, and agree to abide by all of the terms and conditions of this Agreement and agree to be bound by it.

Signature: _____ **Date:** _____

Printed Name: _____

Department/Program: _____

Check appropriate box:

☐ student ☐ faculty ☐ staff ☐ student worker ☐ other _____