

# Confidentiality and Information Security Agreement for Non-Employees

## Statement of Confidentiality

Southwest Washington Medical Center is committed to maintaining confidentiality and security of information in accordance with professional healthcare ethics, guidelines established by regulatory agencies, and applicable federal and state laws.

While working in our facilities, you may have access to, or work with, information considered confidential regarding patients and their families, employees, medical staff, students, volunteers, or SWMC's Board of Trustees. You must honor SWMC's commitments to their confidentiality and security of information.



## Confidentiality Agreement

1. I will hold in confidence any information I acquire while working at Southwest Washington Medical Center facilities.
2. I understand that all other access, disclosure, modification or disposal of confidential information is strictly prohibited.
3. Any violation of confidentiality shall be reported to my employer and cause me to be removed from any further work at SWMC.
4. Upon termination of my role or responsibility I shall appropriately store or dispose of any confidential and proprietary information.

SWMC retains full ownership, rights and title to all confidential and proprietary information.

I have read and understand this agreement as well as my responsibilities and obligations. By signing below, I acknowledge my adherence to these terms and conditions.

Please print name	Signature	Date
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# Southwest Washington Medical Center

## Confidentiality and Information Security Agreement

This list of SWMC policies and procedures addresses confidentiality and information security and sets expectations for our workforce. Please refer to these policies for specific details.

### Confidentiality and Security Policies & Procedures

#### Administrative Policies

- Recycling, Shredding, General Waste Disposal [8610.M045]
- **Privacy for Protected Health Information (HIPAA)** [8610.P083]
- Electronic Information Security/Confidentiality [8610.M015]
- Faxing of Confidential Information [8610.M022]
- Information Security & Confidentiality [8610.M014]
- **Information Systems User and Security Guidelines** [8610.M044]
- News Media, Relationship with [8610.M005]
- Patient Rights and Responsibilities [8610.P001]
- Record Retention Policy [8610.M008]
- Usage & Monitoring of Electronic Communication:  
E-mail, Voice Mail, Internet, Intranet, Computer Files [8610.M025]

#### Human Resources Policy

- Corrective Action/Disciplinary Action [8650.CR002]

-- Please refer to SWMC's Intranet web site for these policies and procedures --

### Patient Confidentiality and Privacy

For information, policies and practices regarding Patient Rights and Privacy Standards please refer to SWMC's Notice of Privacy Practices or contact the Patient Relations department.