

Staff Member Name _____

Patients and the family members of patients must be the top priority of Spectrum Health staff members. No matter what your job is in the Health System, what you do impacts our patients and their families - they are our customers. One of the best ways we can ensure our visitors, patients and staff are treated with the respect and dignity we value at Spectrum Health is by maintaining their confidentiality and protect the security of data and data systems.

In response to this, I agree not to:

- access, disclose, discuss or otherwise reveal any information regarding patients or visitors except that which is required in the course of performing my job duties; and
- disclose or discuss a patient's condition in public areas (such as elevators and hallways).

Not only do we want to treat our customers with respect, but also want to treat each other with respect.

To promote confidentiality in the workplace, I agree not to:

- share or disclose my computer user ID or password;
- use another staff member's computer ID or password, or leave my computer unattended while logged in;
- use a code, access a file, or retrieve any stored information unless I am specifically authorized to do so by Spectrum Health in the course of my job duties
- access, discuss, disclose, e-mail or otherwise reveal any information collected by Spectrum Health regarding care, treatment or services rendered for any staff members of Spectrum Health and its affiliated network except as required in the course of performing my job duties;
- access my own information, except in accordance with current Health Information Management Services (HIM/Medical Records) policy; and
- access any of my relative's information without a signed, valid authorization to receive the data through HIM.

Communications using Spectrum Health information systems are monitored for compliance. I understand that non-compliance with this policy could result in disciplinary action, including dismissal and/or legal prosecution.

Staff member's signature _____ Date _____

SPECTRUM HEALTH RESERVES THE RIGHT TO ALTER, AMEND, MODIFY OR ELIMINATE THIS POLICY AT ANY TIME WITHOUT PRIOR NOTICE.