

Confidentiality Agreement

Students are in possession of, and have access to, a broad variety of confidential, sensitive and proprietary information, the inappropriate release of which could be injurious to individuals.

All students have an obligation to actively protect and safeguard confidential, sensitive, and proprietary information in a manner designed to prevent the unauthorized disclosure of information.

Confidential information is defined as any information that is patient related or part of the medical centres personnel, financial, or operational business records, or marketing and business plans. Confidential information is further defined as follows:

- Any records or information, whether financial, medical or personal, regarding the history, condition, care, treatment or billing of a patient.
- Any records or information relating to medical staff credentialing, discipline, or other peer review activities, including anecdotal comments regarding appropriateness or necessity of care to a patient rendered by a practitioner.
- Any records, information, or data relating to our strategic, marketing, or business plans. Information regarding financial data and salaries.

Any records or information related to a pending, threatened, or potential lawsuit or any administrative, civil, criminal or other legal claim by or against the practice.

I, _____ (student's name - printed) understand that it is my responsibility to comply with the National Privacy Principles during employment and after ceasing employment. Under no circumstances may I discuss or disclose any patient or business related data. Discussions of patient presence, condition, treatment, or other medical record data must be held in private clinical areas so as not to be inadvertently overheard.

Operational data such as personnel or financial records or marketing plans may not be released without the express permission of the appropriate member of administrative staff.

I understand that violation of this agreement will be grounds for immediate termination.

The execution of this statement does not create any contractual or other right to continued employment nor does it repel the employment policies.

Student's signature _____ Date _____

Manager's signature _____ Date: _____