All patient Protected Health Information PHI (which includes patient medical and financial information that relates to the past, present or future physical or mental health condition of an individual), employee records, account numbers and other operating data of the Hospital are considered confidential. Confidential information should not be discussed or disclosed by any employee unless pertaining to his or her specific job requirements. Examples of inappropriate disclosures include:

* Employees discussing or revealing PHI to friends or family members.
* Employees discussing or revealing PHI to other employees without a legitimate need to know.
* The disclosure of a patient’s presence in the office, hospital or other medical facility, without the patient’s consent, to an authorized party without a legitimate need to know, particularly if this information may indicate the nature of the illness.

The unauthorized disclosure of PHI by employees can subject each individual employee and the Hospital to civil and criminal liability. Disclosure of PHI to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for disciplinary action up to and including termination.

I am familiar with the guidelines in place at Kittitas Valley Healthcare pertaining to the use and disclosure of PHI. I understand that the unauthorized disclosure of patient PHI or other proprietary information of Kittitas Valley Healthcare is grounds for disciplinary action, up to and including dismissal.

I hereby acknowledge, by my signature below, that I understand that the PHI to which I have knowledge and access in the course of my employment with Kittitas Valley Healthcare is to be kept confidential and this confidentiality is a condition of my employment. This information shall not be disclosed by anyone under any circumstances, except to the extent necessary to fulfill my job requirements.

Signature Date