



MedFirst Staffing

Whenever, Wherever We're Needed

A Limited Liability Company

CONFIDENTIALITY/HIPAA AGREEMENT

You have been asked by **MedFirst Staffing, LLC**, (hereafter referred to as, “we” or “us”) to sign and comply with this Agreement as a condition of employment or other affiliation with us, including as an employee, independent contractor, volunteer, intern, or student. The reason that we have asked you to sign and comply with this Agreement is that we are legally required to maintain the privacy of individually identifiable health information that is protected health information (“PHI”) for purposes of the Health Insurance Portability and Accountability Act of 1996. During your employment or other affiliation with us, you may be assigned functions that require you to deal with PHI. In addition, you may also see or hear other confidential information (“Confidential Information”) pertaining to our operations or our client’s operations, such as financial information.

By signing this Agreement, you understand and agree that:

- You will follow our policies and procedures in dealing with PHI and will not disclose PHI and/or Confidential Information unless such disclosure is required by your job or function. You agree to ask your supervisor if you have any questions about whether a use or disclosure is permitted.
- You agree to keep your personal access code(s), user ID(s), access key(s) and password(s) used to access computer systems or other equipment confidential at all times.
- You agree that you will not access or view information other than that required to do your job. You agree that if you have any questions about whether access to certain information is required for you in your job, you will immediately ask your supervisor for clarification.
- You agree to discuss PHI and/or Confidential Information only with authorized individuals and only to the extent necessary to do your job. You agree that you will not discuss any PHI or Confidential Information in an area where unauthorized individuals may hear such information (for example, hallways, lounges, elevators, public transportation, cafeterias, restaurants, social events). You agree that you will not discuss any PHI or Confidential Information in public areas even if specifics such as names are not used.
- You agree that you will not make inquiries about any PHI for any individual or party who does not have proper authorization to access such information.
- You agree that you will not make any unauthorized transmissions, copies, disclosures, inquiries, modifications, or purging of PHI (or medical information of any kind) or Confidential Information. Unauthorized transmissions include, but are not limited to, removing or transferring PHI or Confidential Information from our computer system to unauthorized locations (for instance, your home).
- If your employment or other affiliation with us ends, you agree that you will immediately return all property (keys, documents, ID badges, etc.) to us. You agree that your obligations under this Agreement continue after the end of your employment or other affiliation.
- You understand that violation of any the promises or representations made in this Agreement may result in disciplinary action, up to and including your termination and/or suspension, restriction or loss of privileges, as well as potential personal civil and criminal legal penalties.
- You understand that any PHI or Confidential Information that you receive, create, access, or view during your employment or other affiliation with us belongs to us or to our client and does not belong to you.

I have read this Agreement and agree to comply with all of its terms as a condition of employment.

Signature

Print Name

Date: _____