

	Title: Employee Handbook	Page: 1 of 1
	Section: 2.1.0 Terms of Employment	Date: January 31, 2017
	Policy: 2.1.1 Confidentiality	Replaces: May 9, 2014

Confidentiality is an important aspect of the client – company relationship. Executive and Contracted Employees of **Family & Friends Home Care, LLP** represent the company at all times while in the presence of the client. Therefore all information, discussions, records or matters pertaining to the clients, past clients or their families are to be kept in the strictest confidence and not discussed with anyone outside of **Family & Friends Home Care, LLP** personnel that are directly related to the care of the client. All clients' information is protected under the HIPAA laws and regulations 45 CFR Part 160, 162 and 164.

- 2.1.1.1 The Contracted employee is required to sign a confidentiality agreement on an annual basis.
- 2.1.1.2 The confidentiality agreement will be kept in the employee's personnel file.
- 2.1.1.3 Deviation from the confidentiality agreement will result in discipline or termination of employment.
- 2.1.1.4 Violation of any HIPAA laws will result in termination of employment.
- 2.1.1.5 The Contracted employee will be required to attend annual HIPAA training.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
Reviewed by Executive Board and approved by the Board 1/31/17
Reviewed by Compliance Officer and approved 1/25/17
All previous versions are obsolete