

Medical Reserve Corps Volunteer HIPAA Confidentiality Agreement

The following information explains and governs your use and exposure to confidential health information as a volunteer for the Medical Reserve Corps through the Washoe County Health District. The U.S. Department of Health and Human Services (HHS) issues the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). If you have any questions regarding this information you should consult the Medical Reserve Corps Program Coordinator or the Washoe County Health District's HIPAA Compliance Officer.

As used herein, the following terms and definitions apply:

1. **Confidential Information:** includes any information, regardless of the manner in which it is communicated or maintained (e.g. oral, paper, electronic), received by the Washoe County Health District, or any of their agents, that falls into one or more of the following categories:
 - a. **Protected Health Information** - Information relating to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual. Protected Health information includes demographic information, e.g. address, telephone number, employer, date of birth, next of kin, identification numbers.
 - b. **Personnel Information** – Information relating to a person's status as a member of the Washoe County Health District's workforce, including but not limited to compensation, employment records, accommodations, performance reviews, and disciplinary actions.
 - c. **Business Operations Information** – Information relating to the Washoe County Health District's operations, including but not limited to financial and statistical records, strategic plans, internal reports, memos, contacts, pricing, staffing levels, supplier information, remote site information, communications, proprietary computer programs, source code and proprietary technology.
 - d. **Third Party Information** – Information belonging to a third party utilized by the Washoe County Health District for limited purposes pursuant to an agreement with the third party, including but not limited to computer programs, client and vendor proprietary information, source code and proprietary technology.
2. **Receive, Receiving, or Receipt** – means, with respect to Confidential Information, to come into possession, custody, or control; to perceive; to create; to gain the ability to come into possession, custody, or control; or to gain the ability to perceive Confidential Information in whatever form (oral, visual, written, electronic or otherwise).