BAY MEDICAL CENTER

HUMAN RESOURCES POLICIES AND PROCEDURES

Chapter:	Employee Relations	Policy:	PP#4-106
Subject:	Confidentiality	Issued:	September 1, 2003
		Supersedes:	July 15, 2003
Approval:	***Donna Vincent***		

PHILOSOPHY:

Bay Medical Center employees will strive to maintain the confidentiality of patient and other confidential information in accordance with applicable legal and ethical standards.

POLICY:

Bay Medical Center and its employees 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, Bay Medical Center's business partners and Bay Medical Center itself. All Bay Medical Center employees have an obligation to actively protect and safeguard confidential, sensitive, and proprietary information in a manner designed to prevent the unauthorized disclosure of information. Before disclosing or refusing to disclose confidential information, the applicability of the Florida Public Records and State Laws (Ch. 19 & 286 F.S.) and adherence to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) should be determined. Each refusal to produce confidential information must be immediately reported to the President/CEO.

DEFINITION

Confidential information is defined as any information that is patient related or part of Bay Medical Center's personnel, financial, or operational business records, or marketing and business plans. Confidential information is further defined as follows:

1. Any records or information, whether financial, medical or personal, regarding the history, condition, care, treatment or billing of a patient.

2. 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 physician or practitioner at Bay Medical Center.