

**DAVIESS COMMUNITY HOSPITAL**  
**EMPLOYEE/MEDICAL STAFF/STUDENT/VOLUNTEER**  
**CONFIDENTIALITY STATEMENT**

It is the policy of Daviess Community Hospital (DCH) that users (i.e., employees, medical staff, students, and volunteers,) shall respect and preserve the privacy, confidentiality and security of confidential information.

As a user of information at DCH you may develop, use or maintain (1) patient information (for health care, quality improvement, peer review, education, billing, reimbursement, administration, research or for other approved purposes), (2) Personnel information (for employment, payroll, or other business purposes), or (3) confidential business information of DCH and/or third parties, including third-party software and other licensed products or processes. This information from any source and in any form, including, but not limited to, paper record, oral communication, audio recording, and electronic display, is strictly confidential. Access to confidential information is permitted only on a need to know basis and limited to the minimum amount of confidential information necessary to accomplish the intended purpose of the use, disclosure, or request.

DCH has established HIPAA Tiers for determining the level of corrective action based on the violation. Those are as follows:

- Tier 1 Violation-Verbal Counseling
- Tier 2 Violation-Written Warning and/or Suspension
- Tier 3 Violation-Termination

Unauthorized use or release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties.

I have received and understand the HIPAA Sanctions Policy and agree to comply with the terms of the above statement.

Name: \_\_\_\_\_

(Please print)

Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Disciplinary Guidelines for HIPAA Violations**

## **TIER 1-Verbal Counseling**

### **Examples of Tier 1 Violations:**

- Leaving confidential information in areas outside of your work area
- Disposing of confidential information in a non-approved container, such as a trash can
- Inadvertently routing confidential information to wrong recipient
- Release of confidential information without a consent
- Being away from your desk while you are logged into an application
- Accessing your own medical records or those of your minor child
- Not reporting violation to supervisor, HIPAA or Compliance officer, or Hotline

## **TIER 2-Written Warning and/or Suspension**

### **Examples of Tier 2 Violations:**

- Second offense of Tier 1 violation
- Unauthorized reading of patient account information (electronic or paper)
- Unauthorized reading of patient's chart (electronic or paper)
- Discussing confidential information in a public area such as a waiting room or elevator

## **TIER 3- Termination**

### **Examples of Tier 3 Violations:**

- Third Offense of Tier 1 violation
- Second Offense of Tier 2 violation
- Accessing information that you do not "need-to-know" for the proper execution of your job duties
- Actively seeking and/or discussing information with coworkers that is considered confidential patient health information that does not fall into your "need-to know" for the execution of your job duties.
- Public disclosure of confidential information outside the workplace
- Sharing passwords or access to secured applications with others
- Obtaining PHI under false pretenses
- Using and/or disclosing PHI for commercial advantage, personal gain, or malicious harm

**The above are to be regarded as "Guidelines" when determining the level of corrective action. Those responsible should consider: 1) the effect on the aggrieved party 2) the effect on the hospital's reputation. 3) Whether or not malicious intent is a factor.**