

SOUTH SUNFLOWER COUNTY HOSPITAL POLICIES and PROCEDURES	
Department: Hospital Wide	Effective Date: January 19, 2016
Title / Subject: Confidentiality	
Developed By: Heather Rogers	Approved By: Katie Yates / Holly Sparks
Revision Date(s): 5/24/17	

Policy: Employees of South Sunflower County Hospital will see and hear what is considered confidential information. Confidential information includes but is not limited to patient information, clinical protocols, research and development and marketing strategies, scientific and technical data, patient/referring physician's lists, financial information, compensation and benefits data, inside publications, employee data, policies and procedures and forms. Disclosure of this information could not only be devastating to South Sunflower County Hospital; it could also cause irreparable harm to a patient or employee's reputation. Therefore, information of this nature should be kept absolutely private and confidential.

South Sunflower County Hospital has a strong and abiding commitment to ensure that its medical services are conducted in accordance with applicable laws relating to all professional practices, third party reimbursement, and contractual and legal obligations. South Sunflower County Hospital compliance efforts are designed to establish a culture that promotes prevention, detection, and resolution of instances of conduct that do not conform to applicable state and federal laws. Compliance in these areas is challenging due to the statutory and regulatory requirements governing such practice and reimbursement issues are complex and changing.

South Sunflower County Hospital employees witness emotional and personal moments in the lives of our patients and their families. In accordance with the Health Insurance Portability and Accountability Act (HIPAA), anything you may hear or learn about a patient is confidential and should only be discussed within a work relationship where there is a genuine need to know. Employees shall guard the privacy of our patients, as you would want others to respect the feeling of you and your family under similar circumstances.

- Inquiries from friends and relatives are to be directed to the registered nurse in charge of the unit or floor or to the Director of Nursing.
- Inquiries from newspaper, radio, and television stations and other sources of public information are to be referred to the Administrator.
- Requests for photographs of patients should be referred to the Administrator.

Employees are to be aware that information, records, or material concerning patients or hospital business is highly confidential. Confidential information is to be discussed and shared only with persons with a legitimate need to know. Discussion of patients, employees, or hospital business in public areas such as hospital corridors, in the cafeteria, in the presence of visitors or in other areas open to the public is a serious violation of this policy and will result in disciplinary action up to and including termination. All employees are required to sign a confidentiality agreement upon hire.