

VOLUNTEER/ROTATION STUDENT CONFIDENTIALITY AGREEMENT

HIPAA

HIPAA is legislation that provides privacy and security provisions for safeguarding individuals' medical information, referred to as protected health information.

Protected Health Information

Protected Health Information (PHI) that you may view during your volunteer or student internship activities include, but is not limited to: a patient's name, address, date of birth, social security number, diagnosis, condition, treatment, medication, etc.

Prohibition Against Using or Disclosing PHI

You are only allowed to use PHI as part of your volunteer duties at SafeNetRx. Unless doing so is explicitly part of your volunteer duties, PHI shall not be shared with anyone either directly or indirectly, at SafeNetRx or outside of SafeNetRx.

Examples of Potential HIPAA Breaches

- Improperly disposing of donated prescriptions or prescription labels in a regular trash;
- Improperly emailing or faxing PHI;
- Improperly accessing SafeNetRx's computers to look at PHI; or
- Talking about medical information you see at SafeNetRx in front of other people.

TERMS OF AGREEMENT

I agree not to access or disclose any protected health information I learn, or I am exposed to as part of my volunteer or student internship duties. I agree not to post patient information on social media and agree not to share protected health information by any medium including by email, phone, or text. I understand that volunteers/rotation students may be subject to penalties for privacy breaches.

I agree that my obligation to maintain the confidentiality of information obtained during my volunteer/internship time at SafeNetRx extends beyond the length of my volunteer/internship service to SafeNetRx. I agree to maintain confidentiality of such information as long as it is known to me. I understand that I may not remove any hardcopy and/or electronic files of information from the premises of SafeNetRx.

I agree to immediately report any privacy breach I hear or see to the Executive Director at SafeNetRx.