

## **Hendrick Hospice Care HIPAA/Confidentiality Policy**

Policy Title: Confidentiality of Patient Information

Policy Statement: Hendrick Hospice Care will follow policy #4.2698 “Hospice Confidentiality of Patient Information” with the following department specific rules. When a patient is admitted to Hendrick Hospice Care, the employee assumes an obligation to keep in his confidence all that pertains to the patient and his affairs, whether written or verbal.

Rules:

- All volunteers of HHC must sign a statement of confidentiality during orientation.
- Whether on or off duty, volunteers will maintain confidentiality of all identifying information of Camp/Club Courage participants. Volunteers are expected to refrain from disclosing or giving any information about the Camp/Club Courage participant to those not immediately concerned.
- Participant profiles will remain the property of Hendrick Hospice Care. Copies or originals will be protected for confidentiality and destroyed as appropriate, i.e. shredding of documents.

As a Volunteer:

- You may only discuss information about Camp/Club Courage participants with co-leaders or hospice staff.
- If you have printed information about a participant, please keep it in a discreet place and shred it after the conclusion of the program.
- If you feel that a Camp/Club Courage participant’s confidentiality is not being protected, please contact the Bereavement Coordinator at (325) 670-6951.

## **HIPAA/Confidentiality Agreement**

I have received training on Hendrick Hospice Care Confidentiality. I have had the opportunity to ask questions and any questions have been answered to my satisfaction. I understand how confidentiality relates to my position as a volunteer.

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

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