



# Casa El Buen Samaritano

## Confidentiality Guidelines

The **Health Insurance Privacy and Accountability Act (HIPAA)** governs how all healthcare professionals and organizations maintain a patient's health information. **Protected Health Information (PHI)** under HIPAA means individually identifiable health information. Identifiable is defined by any data that can be linked to an individual.

1. You are not allowed to discuss matters concerning patients with member of your family, friends, or any other person that is not directly involved with the treatment of patient's care.
2. An adult patient's PHI should never be discussed with their spouse or parent, without the patient's written consent. Altering family or friends about a patient's diagnosis without written consent is a violation of HIPAA, and could warrant fines and/or a lawsuit against you and Casa El Buen Samaritano (CEBS).
3. Information about a patient should never be discussed with other volunteers or employees during non-working hours.
4. Members of staff (employees and volunteers) should be careful not to be overheard when discussing other patients. For example, discussing information about a patient in the halls, waiting room, another exam room, etc.
5. Leaving medical records or test results where they can be seen and read by others not involved with the patient's direct care is a violation HIPAA. A patient's PHI is to be maintained at all times and is required by law.
6. Violations of a patient's PHI can result in a complaint to the Office of Civil Rights, and could possibly warrant fines and/or a lawsuit against you and CEBS.
7. The responsibility of keeping patient information confidential is continuous and must be practiced constantly every day. Volunteers have a personal duty to make reasonable efforts to limit the amount of PHI that is used or disclosed.

I have read and fully understand the importance of practicing patient confidentiality at all times and I promise to uphold all the guidelines as state above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return by email ([info@casaelbuen.org](mailto:info@casaelbuen.org)), fax (713.721.0104), or mail (P.O. Box 20487, Houston, TX 77225).

To share the Love of **Jesus Christ**: body, soul, spirit.