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## CONFIDENTIALITY STATEMENT

All patient's Protected Health Information (PHI) – which includes patient medical and financial information, employee records, student records, financial and operating data of Rutgers, and any other information of a private or sensitive nature are considered confidential. Confidential Information should not be read or discussed by any employee unless pertaining to his or her specific job requirements.

Examples of inappropriate disclosures include:

- Employees discussing or revealing PHI or other Confidential Information to friends or family members
- Employees discussing or revealing PHI or other Confidential Information to other employees without a legitimate need to know
- The disclosure of a patient's presence in the office, hospital, or other medical facility, which may reveal the nature of the illness, without the patient's consent, to an unauthorized party without a legitimate need to know

The unauthorized disclosure of PHI or other Confidential Information by employees can subject each individual and Rutgers to civil and criminal liability. Disclosure of PHI or other Confidential Information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, are grounds for immediate disciplinary action up to and including termination.

## Employee Confidentiality Agreement

I hereby acknowledge, by my signature below, that I understand that PHI and Confidential Information and data to which I have knowledge and access in the course of my employment with Rutgers is to be kept confidential, and this confidentiality is a condition of my employment. This information shall not be disclosed to anyone under any circumstances, except to the extent necessary to fulfill my job requirements. I understand that my duty to maintain confidentiality continues even after I am no longer employed. Further, upon termination with Rutgers, I shall return to the University all Confidential Information.

I am familiar that Rutgers has guidelines in place pertaining to the use and disclosure of patient PHI and other Confidential Information. Approval should first be obtained before any disclosure of PHI or other Confidential Information not addressed in the guidelines and policies and procedures of Rutgers is made. I also understand that the unauthorized disclosure of patient PHI and other Confidential Information of the University is ground for disciplinary action, up to and including immediate termination.

In the event of a breach of this agreement, the University may pursue equitable relief.

The laws of the State of New Jersey shall govern this agreement

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(Print Name)

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Signature of Employee

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Date

**This notice will be placed in your personnel file.**