

# CONFIDENTIALITY STATEMENT

June 23<sup>rd</sup>, 2008

All employees of the company are bound to observe the proprieties, with respect to confidentiality, that term being inclusive, but not limited to, among other subjects, any and all company matters, said company matter being generated and remaining the property of the corporation, patient pertinent information (this being subject to the 1996 HIPAA legislation, among other statutes), etc. Information covered in this agreement is to be used solely for the benefit for the organization. This confidentiality pertains, with respect to certain spheres, such as proprietary information, beyond the employment period. It is understood that none of the information listed in this statement will be distributed for personal gain by any of the employees that have access to it.

The information that is deemed to be confidential is as follows (but is not limited to):

1. All marketing materials
2. All internal forms
3. The policy and procedure manual
4. Fees Schedules
5. All agreements with outside vendors
6. All personnel materials for employees and staff privileges
7. All information with regard to doctor's cases, times, surgical team, etc.

Your position may give you access to personal information regarding our patients or your co-workers. This information is highly confidential and must be treated as such by all employees. All personnel have the responsibility to protect patients' and the centers' confidentiality at all times. It is imperative that all personnel maintain complete confidentiality and discreetness in their handling of that information both through speech and action. No information should be transmitted to any third party unless they are directly involved in that particular patient's care, and the information disclosed, if any, must be directly correlated to the care or problem.

Please follow some of these steps to ensure confidentiality.

- Never leave patient information open to unauthorized viewing.
- Never discuss patient information with others who are not authorized to receive it
- Speak in a low voice in private/appropriate areas.
- Never share usernames and passwords.
- Always log off when stepping away from the computer.
- Shred printed records before discarding.
- Patient's records are released only with their written authorization or as otherwise required by law.

As our staff and client roster continues to grow, it is imperative that all confidentiality be kept. These confidentiality extend to knowledge of our clients cases. Surgical times, teams, and other such information is not to be disseminated to anyone, especially other clients. If inquiries are made, they should be directed politely to the center administrator.