



## Confidentiality Agreement for Volunteers/Shadows/Interns/Observers

All information regarding Healing Steps, its clients, staff and programs is considered confidential. It is expected that all volunteers, shadow students, interns and observers will comply with this policy at all times. All client personal health information is protected under the Health Insurance Portability and Accountability Act. Any unauthorized use of client personal health information is illegal under the HIPPA Act.

Additionally, no volunteer, shadow student, intern or observer is allowed to take pictures or videos of any client at Healing Steps. Audio recording of any type is also prohibited.

Confidential information is defined as any information found in a client's medical record, personal information and work-related information. All information relating to a client's care, treatment, or condition constitutes confidential information. Protected information includes, but is not limited to: name, date of birth, parent names, address, phone number, diagnosis, and treatment.

Volunteers, shadow students, interns and observers shall never discuss a client's medical condition with any non-employee of Healing Steps. Confidential matters involving clients will not be discussed in areas where they might be overheard by other clients or non-employees of Healing Steps. Staff members and volunteers are to be aware at all times that conversations regarding clients are not to be overheard by others, and take appropriate steps to ensure this confidentiality.

Your signature below indicates that you understand these laws and policies and agree to comply with the law and policies at all times. If you have any questions regarding confidentiality, please ask your supervisor.

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Signature

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Printed Name

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Date