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CONFIDENTIALITY

POLICY

Confidentiality

ISSUED

ON 02/

2008

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LAST

REVISED

ON 07/

2015

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This policy applies to: All University faculty and staff

ABOUT THIS POLICY

Policy Applies To

Faculty, Staff

Policy Number

108

Policy Group

Human Resources

Issuing Authority

Human Resources

Responsible Officer

Kathy Miner

Contact Information

kathy.miner@rochester.edu
(mailto:
kathy.miner@rochester.edu)

ADDITIONAL RESOURCES

SMH Policy #6.2.1

(<https://www.urmc.rochester.edu/compliance-office/plans-policies/affiliate-policies.aspx>)

HIPAA Privacy and Security Policies

(<https://sites.mc.rochester.edu/departments/hipaa/hipaa-policy-manual/>)

Code of Conduct

(<http://www.rochester.edu/pdfs/working/university->

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II. GUIDELINES

III. PROCEDURES

I. Policy

The University has a responsibility to provide and maintain confidentiality for all faculty, staff, patients and students. The intent of this policy is to meet regulatory responsibility as well as ensure an environment that complements our mission as a provider of health care, research and education. All confidential information should be maintained in a manner that ensures complete privacy for those involved.

“Confidential information” includes, but is not limited to, medical, financial, or any personal identification information related to staff, faculty, patients, and students. Such information must be maintained as confidential regardless of its source. Sources may include, but are not limited to, medical records, physicians’ notes, student records, email, voicemail,

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