

Rappahannock-Rapidan Community Services Board and Area Agency on Aging

Confidentiality Agreement

Rappahannock-Rapidan Community Services Board and Area Agency on Aging adheres to the strictest standards of information pertaining to its employees and to any individual receiving services. Further, the agency is bound by federal and state regulations regarding consumer confidentiality. These regulations include the authority of the Department of Health and Human Services, Office of the Secretary, 45 CFR Parts 160, 164 and 142; Federal Law 42 CFR Part 2, Title 37.1-84.1, Code of Virginia, and 12 VAC 35-115-80.

All Rappahannock-Rapidan Community Services Board and Area on Aging site reviewers, contractors, vendors, employees, volunteers, trainees, or students are ethically and legally bound to maintain the confidentiality of consumers or other recipients of services. The only exceptions include:

- 1) Proper authority to do so at the written request of the consumer or recipient;
- 2) Court order via subpoena or as provided for by federal confidentiality of alcohol or drug abuse consumer records;
- 3) A situation wherein life or death medical emergencies prompt one's best judgment to take immediate action; or
- 4) As required by law.

Access to and release of protected health information is limited to the minimum necessary required to fulfill position responsibilities under policy titled "Minimum Necessary Use of Protected Health Information in Agency Operations." Confidentiality regulations shall in no way hinder employees from reporting suspected abuse of children or adults.

I have received copies and instruction of privacy and security policies related to my position.

I have read the above Sections of this Agreement and I understand them. I agree to comply with the policies. I understand that a violation of this policy may result in disciplinary action, up to and including termination, as well as civil or criminal liability.

Signature

Date

Position Title at RRCSB or Name of Organization

Protected Health Information Access Code: _____