

ASSOCIATION FOR INDIVIDUAL DEVELOPMENT

Children’s In-Home Support Employee Confidentiality Agreement

As an employee/volunteer/intern of the Association for Individual Development (AID), you will have access to information related to our clients and the business of our Agency. Illinois and U.S. law mandates that personal health information be kept confidential except under specific circumstances. Personal health information includes demographic, billing, and medical information about the client. The fact that someone is receiving care is also to be kept confidential. This information cannot be shared with others except for the purposes of treatment, payment, and health care operations or with the consent of the client or as provided by law.

Information related to the business of AID is also confidential and proprietary. This includes billing and employment information, business plans, and any information on the day-to-day operations of AID. This information may only be shared in the context of your work/volunteer responsibilities.

As an employee/volunteer/intern, you agree that you will keep confidential the personal health information of our clients and our business information. You understand that breaching confidentiality of the client’s personal health information is a violation of law, and could result in legal action. Additionally, breaching client confidentiality or the confidentiality of our business information may subject you to corrective action up to and including termination. Your duty to keep confidential client and business information remains even after you are no longer employed by AID.

I acknowledge that as part of my training on confidentiality I was trained regarding the AID’s policies and procedures related to HIPAA. I have read and understand the above Confidentiality Policy and recognize that a breach of the confidentiality of client or business information may result in corrective action, up to and including termination of employment/volunteer responsibilities.

Name (Please Print)

Signature

Date

New: 03/03
Source: Human Resources