


<b>JACKSON-FEILD BEHAVIORAL HEALTH SERVICES</b> Policy & Procedures	Page 1 of 2	Policy Number: 11
Section: 5 Personal Conduct	Related Standards & References: COA RPM 5.03	
Subject: Confidential Nature of Organization Affairs	Issue Date: June 27, 1997      Revised: July 1, 2021 	
Attachments: None	Approved by: _____ Title: <u>Chief Executive Officer</u>	

## I. POLICY

Jackson-Feild Behavioral Health Services' internal business affairs, particularly confidential information, represent proprietary assets that each employee has a continuing obligation to protect.

## II. PRACTICE

- A. Information designated as confidential should not be discussed with anyone outside the Organization and should only be discussed within the Organization on a "need to know" basis. In addition, employees have a responsibility to avoid unnecessary disclosure of non-confidential internal information about the Organization and its employees, residents/clients and business associates. This responsibility is not intended to impede normal business communications and relationships, but is intended to alert employees to their obligations to use discretion to safeguard internal Organization affairs.
- B. Employees authorized to have access to confidential information are required to sign a Confidentiality Statement and must treat the information as proprietary Organization property, for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to disciplinary action, up to and including discharge.
- C. Directors are responsible for identifying information that should be classified as confidential and should then work to develop procedures to secure and control the information. Once information has been designated as confidential, it should be clearly identified and treated as such.
- D. All information pertaining to any past or present resident/client is strictly confidential. The release of any resident/client information other than that within the limits of job responsibility may result in disciplinary action up to and including discharge. Requests for release of resident/client related information should be referred to the Medical Records Department and/or the Clinical Services Manager. All releases of resident/client information must comply with the Health Insurance Portability & Accountability Act (HIPAA).
- E. Inquiries seeking information concerning current or former employees should be referred to the Human Resources Department.
- F. Guests must identify themselves and sign in at the Walnut Grove Administration Building. Visitors should be escorted by an Organization employee at all times while on the premises. Additionally, each visitor must return to the Walnut Grove Administration Building and sign out.
- G. No employee shall, without permission, at any time and in any manner, either directly or indirectly, divulge,

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disclose, or communicate to any person, corporation, or other entity in any manner whatsoever any confidential information concerning matters affecting or relating to Jackson-Feild Behavioral Health Services, its residents/clients, employees, or its manner of operations including addresses and phone numbers of employees.