

Orange County Emergency Management
Department Privacy Policy

01/29/2003
****DRAFT****

- Purpose:** To establish guidelines for maintaining privacy and confidentiality of privileged personal and medical information.
- Responsibility:** The Deputy Director ensures that all personnel adhere to this privacy policy.
- Procedure:** Department personnel will at all times protect the privacy and confidentiality of the information entrusted to their care. Information will be collected, used, stored, and released only according to specific procedures incorporated herein. Variance from the privacy policy constitutes a serious breach of responsibility and will subject the personnel to disciplinary action.
- Personnel:** All Department Personnel will receive initial and annual update training regarding policy and confidentiality practices and procedures. All Department Personnel are expected to sign and abide by the Employee Compliance Statement printed below.
- Statement:** Given the nature of our work, it is imperative that we maintain the confidence of patient information that we receive in the course of our work. Orange County EMS prohibits the release of any patient information to anyone outside the organization except as part of patient treatment, and discussions of protected health information (PHI) within the organization are limited. Acceptable uses of PHI within the organization include but are not limited to peer review, internal audits, quality assurance and billing. I understand that Orange County EMS provides services to patients that are private and confidential and that I am a crucial step in respecting the privacy rights of Orange County EMS's patients. I understand that it is necessary, in the rendering of Orange County EMS services, that patients provide personal information and that such information may exist in a variety of forms such as electronic, oral, written or photographic and that all such confidential information is strictly confidential and protected by federal and state laws that prohibit its unauthorized use or disclosure.

I agree that I will comply with all confidentiality policies and procedures set in place by Orange County EMS during and after my entire affiliation with Orange County EMS. If I, at any time, knowingly or inadvertently breach the patient confidentiality policies and procedures, I agree to notify the Deputy Director (Medical Privacy Officer) of Orange County EMS immediately. In addition, I understand that a breach of patient confidentiality may result in disciplinary action according to the County Personnel Ordinance. Upon termination of my affiliation for any reason, or at any time upon request, I agree to return any and all patient confidential information in my possession.

I have read and understand all privacy policies and procedures that have been provided to me by Orange County EMS. I agree to all conditions of my affiliation set forth in this agreement. This is not a contract of employment and does not alter the nature of the employment or affiliation relationship between Orange County EMS and me.