

Confidentiality of Information Acknowledgment and Agreement 2024



Rady Children's Annual Acknowledgment/Agreement

This training will focus on what responsibilities you have to understand and abide by EPM 11-34, Confidentiality of Information, which pertains to the confidentiality and protection of Confidential Information, Patient Information and Trade Secrets as defined by this policy.

Introduction

- ❖ This course is a review of Rady Children's policies related to the protection of Confidential Information, Patient Information and Trade Secrets.
- ❖ Each year, workforce members are required to review, acknowledge and agree to abide by EPM 11-34, Confidentiality of Information.
- ❖ Please go through this course and review this important policy. When a link is available, click the link to review the actual document.
- ❖ When you have completed reviewing the policy you will be required to electronically sign an Acknowledgment and Agreement.

EPM 11-34, Confidentiality of Information

- ❖ During the course of your activity at Rady Children's, you may have access to information that is confidential and may not be disclosed except as permitted or required by law and in accordance with Rady Children's policy;
- ❖ Improper disclosure of Confidential Information may cause irreparable damage to Rady Children's;
- ❖ Confidential information includes, but is not limited to:
 - Medical and personal information about patients;
 - Medical and personal information about employees and providers;
 - Attorney-Client Privileged Communications, and Attorney Work Product;
 - Medical Staff and Medical Practice Foundation records, documentation and committee proceedings, including peer review records and communications;
 - Trade Secrets, as defined by EPM 11-34;
 - Reports, policies and procedures, marketing or financial information; and
 - Information related to the business or services of Rady Children's, which has not previously been released to the public at large.

EPM 11-34, Confidentiality of Information

Please review EPM 11-34, Confidentiality of Information, by clicking the link below. Reading this document is a required part of completing this course.

[Click to review the Rady Children's Confidentiality Agreement.](#)

If you have questions at any time concerning the privacy or security of Confidential Information or Patient Information at Rady Children's, contact the Rady Children's Compliance Department:

- ❖ rchsdcompliance@rchsd.org;
- ❖ MC5102;
- ❖ Call the Compliance Hotline at 1-877-862-4228;
- ❖ Submit an anonymous online report from any computer or smart device at **app.mycompliancereport.com (Access ID: RADY)**;
- ❖ Submit an RLS report;
- ❖ Contact the Chief Compliance and Privacy Officer at (858) 966-8541.

Conclusion

Thank you for reviewing these slides and the related links. Upon completion of this course, you will be asked to acknowledge and agree to the following:

- ❖ I have read and understand EPM 11-34, Confidentiality of Information and I agree to abide by this policy;
- ❖ I understand that I have a duty to report any alleged or suspected violations of the Confidentiality of Information policy, the Compliance Program or its related policies and procedures;
- ❖ I will promptly report any potential violation of the Confidentiality of Information policy, the Compliance Program or its related policies of which I become aware;
- ❖ I understand that if I violate the Compliance Program, the Confidentiality of Information policy or any other related policy or procedure, I may be subject to disciplinary action, up to and including termination of my employment or affiliation with Rady Children's.